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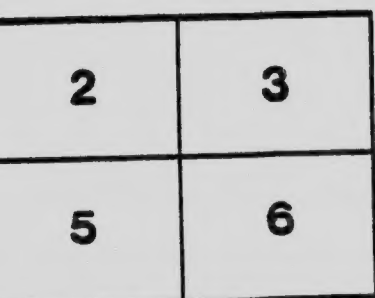
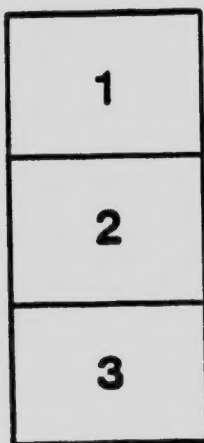
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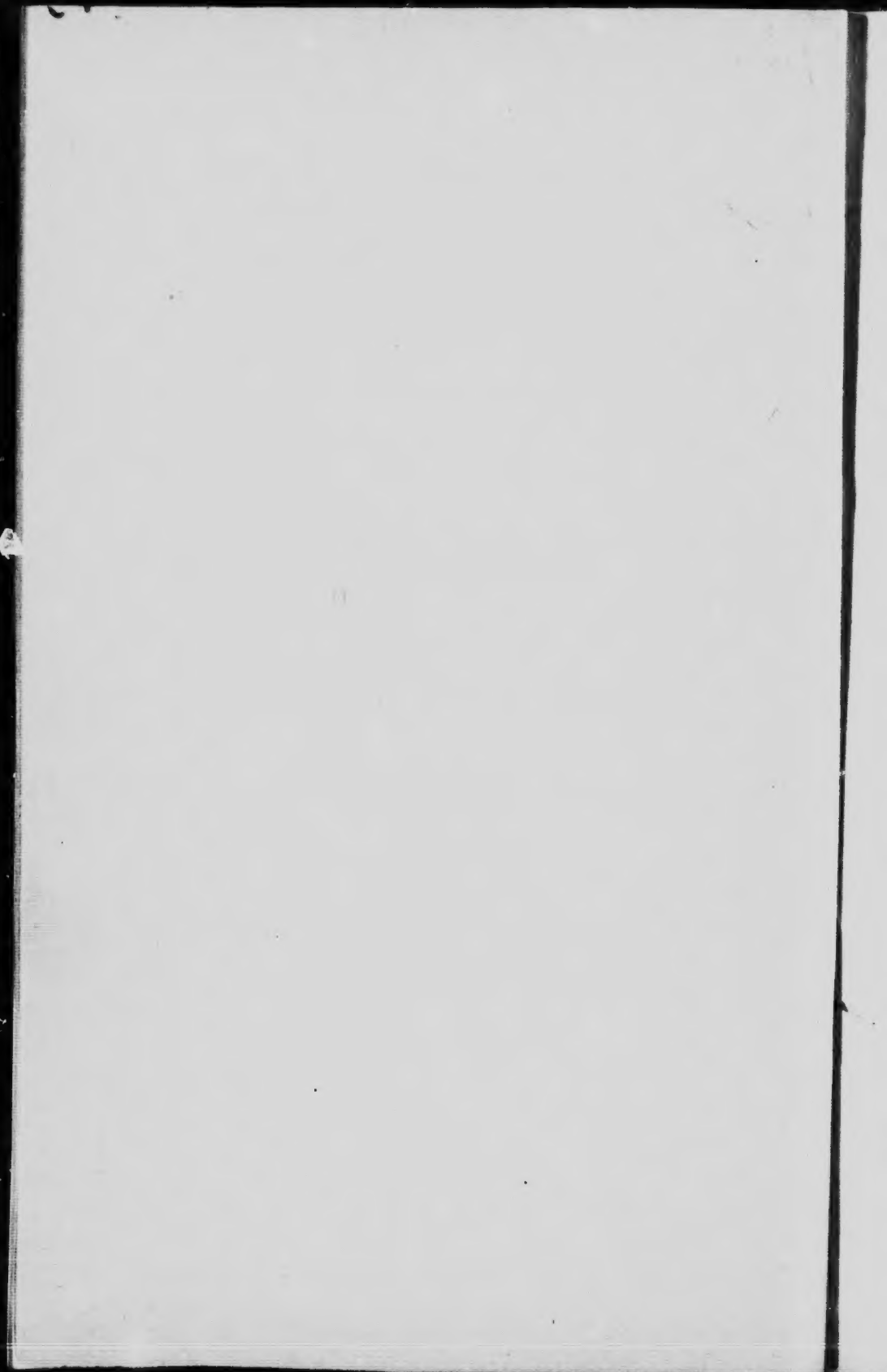
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**AID**  
**TO**  
**Obtaining an Infantry Certificate**

**BY**  
**CAPT. A. P. B. NAGLE, R. C. R.**

**CORRECTED TO DATE BY**  
**SERGT.-MAJOR UTTON, R.C.R.**

**CONTAINING A LARGE NUMBER OF CAREFULLY SELECTED**  
**QUESTIONS AND ANSWERS IN THE DIFFERENT**  
**SUBJECTS ON THE SYLLABUS OF A**  
**COURSE FOR AN INFANTRY**  
**CERTIFICATE.**

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**THIRD EDITION REVISED**  
**MAY, 1909.**

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**PUBLISHED BY**  
**THE HAROLD A. WILSON CO., LIMITED,**  
**TORONTO.**

**PREFACE OF SECOND EDITION.**

Owing to the demand for this small book by officers who are going up for their examinations, I have revised this edition and trust that those for whom it was originally compiled will find it useful in their work. I have also endeavored to add a slight improvement in its cover and papers.

A. P. B. N.

Wellington Barracks, Halifax, April, '06.

**Some Press Opinions on 1st Edition.**

NOTE.--The attention of Infantry Officers is called to a pamphlet published by Captain A. P. B. Nagle, Adjutant, Royal School of Infantry, Fredericton, and styled, "Aid to Obtaining an Infantry Certificate." This work contains much useful information, and will be found of great assistance to officers desiring to obtain certificates. Militia Order No. 276, Tuesday, 29 November, 1904.

**A VALUABLE BOOK.**

"Aid to Obtaining an Infantry Certificate" is the title of a carefully prepared book written by Captain A. P. B. Nagle, of Fredericton, N. B. It is neatly compiled and shows the result of years of good soldiering and wise observation. It practically tells the Tommy how to be somebody, how to rise to honors from the ranks, and contains a large number of carefully selected questions and answers referring to the different subjects on the Syllabus for a Course in Infantry. \* \* \* \* Captain Nagle deserves great credit for his work—Canadian Military Gazette, February 14th, 1905.

## EXPLANATION OF ABBREVIATIONS.

G. O. C.....	General Officer Commanding
A. G.....	Adjutant General
Q. M. G.....	Quarter Master General
C. S. O.....	Chief Staff Officer
D. O. C.....	District Officer Commanding
D. S. A.....	District Staff Adjutant
C. O.....	Commanding Officer
Adjt.....	Adjutant
Lt. Col.....	Lieutenant Colonel
Maj.....	Major
Capt.....	Captain
Lt. or Lieut.....	Lieutenant
S. M.....	Sergeant Major
Col. Sergt.....	Color Sergeant
Sergt or Sgt.....	Sergeant
Corp'l or Cpl.....	Corporal
Lc. Corp. or Corp'l.....	Lance Corporal
Pvt. or Pte.....	Private
B. O. S.....	Battalion Orderly Sergeant
C. O. C.....	Company Orderly Corporal
Co'y.....	Company
Reg't.....	Regiment
N. C. O.....	Non Commissioned Officer

## PREFACE, FIRST EDITION.

My aim and object is to present in one small book some of the principal subjects that Officers, N. C. Officers and men wishing to obtain an R. S. I. Certificate would otherwise have to look for in the numerous official books. I have not touched on any of the Subjects that are taught in the practical part of the course which will be found in the Drill Book. I have taken the principal and likely questions in the theoretical subjects (as far as they go in the Royal Schools of Military Instructions) from the official book, and given correct answers. Any suggestions for improving this work will be thankfully received.

A. P. B. N.

A I D  
TO  
OBTAINING AN INFANTRY CERTIFICATE

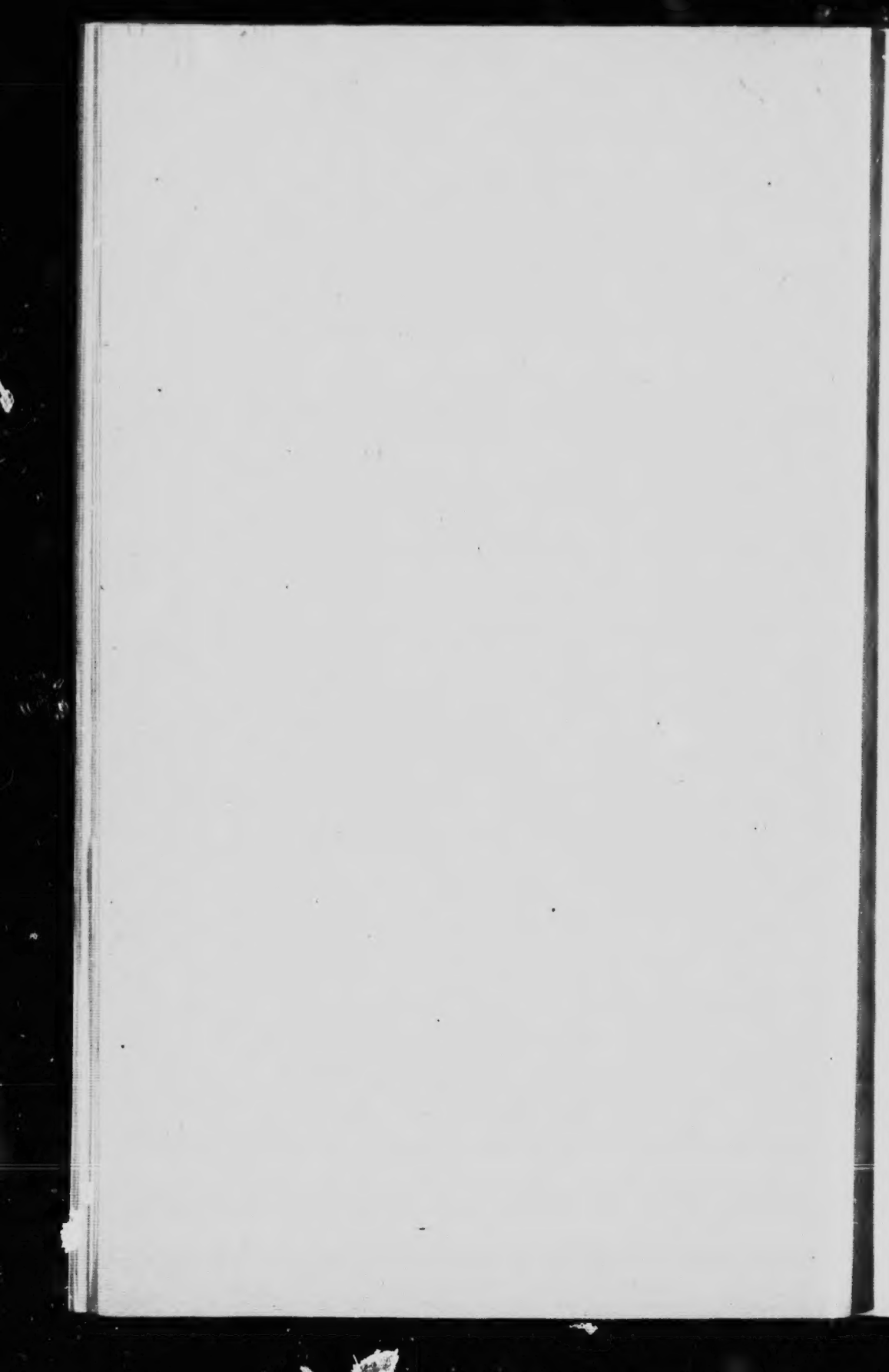
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## ERRATA

- Page 6, Q 14, 4th (b) for "District" read "Brigade"
- " 12, Q 60, line 2 } delete "above" and substitute  
"below"  
delete "Major" and substitute  
"Capt."
- " 23, Q 47, line 3, delete "not"
- " 28, Q 21, " 8, after "guard" insert "detention"
- " 29, Q 26, " 4, " " " "
- " 29, Q 26, " 6, " " " "
- " 29, Q 29, " 3, for "confined" use "placed in  
arrest."
- " 30, Q 33, " 2, for "Company Commander" use  
"C. O."
- " 20, Q 34, " 3, for "prisoner" read "accused."
- " 43, Q 79, " 6, after "necessary" insert "to sit"
- " 55, Q 117, " 20, after "guard" insert "detention  
before cells," insert "detention"
- " 65, Q 45, (8) " 2, for "section" read "outposts"
- " 77, Q 5, " 3, for "aptrls" read "patrols"
- " 81, Q 32, " 8, for "adbanced" read "advanced"
- " 84, Q 56, " 15, for "yocking" read "locking"
- " 93, Q 17, (1) add "s" after "order"
- " 99, Q 24, line 5, for "or" read "on"
- " 100, Q 3, " 4, for "S. S. A." read "S. A. A."
- " 100, Q 4, " 1, " " " "
- " 100, Q 4, " 4, " " " "
- " 100, Q 5, " 1, after "small" insert "arms"
- " 100, Q 5, " 3, for "S. S." read "S. A. A."
- " 101, Q 10, " 2, after "amm. nition" insert "col-  
umn"
- " 101, Q 12, " 1, delete "captains of" and insert  
after "Company," "Command-  
ers"
- " 109, Q 2 " 5, for "supporting" use "support-  
ed"
- " 111, Q 13 " 8, after "the" insert "ground"
- " 123, 6 for "of" read "or"





## DUTIES

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1. What are duties?

Duties are those services which an officer or soldier can legally be called upon to perform in turn according to roster.

2. What is a Roster?

It is a tabulated form or register containing the names of Corps or individuals as may be required for duty purposes.

3. What are the various rosters kept in a Corps?

Officers', N.C.O.'s, men's Buglers' and Drummers'.

4. Who keeps the officers' roster?

The adjutant.

5. Who keeps the N. C. O.'s roster?

The S.M. for battalion purposes, the Colour Sergeant for company purposes.

6. Who keeps the men's roster?

The C. O. S., under the supervision of the Colour Sergeant.

7. What is a duty state?

A state sent to the Orderly Room once a week by each Company Commander. It shows the number of men available for duty.

8. What is meant by detailing for duty?

Telling men off for the various duties.

9. By what means are Officers detailed for duty?

By roster, by the Brigade Major or Adjutant.

10. Describe the mode of detailing N. C. C.'s.

The S. M. selects from roster according to seniority and gives the names to the Orderly Sergeant of the N. C. O.'s Company and he the C. O. S. notifies those detailed.

11. Describe the mode of detailing men.  
They are detailed and warned according to roster by the C. O. S.

12. In what sequence do individuals appear on officers' and N. C. O.'s roster?

By seniority.

13. How do men's names appear on the roster?  
Alphabetically in Sections.

14. What is meant by warning for duty?  
Notifying.

15. By what means are Officers warned?  
By the orders published daily.

16. By what means are N. C. O.'s warned.  
By C. O. S., who receives the names from S. M.

17. What are the duties of a sentry.  
To make himself acquainted with the orders for his post and strictly carry them out.

18. Give classification of duties.

1st. Guards of Honour:—

The Sovereign.

Royal Family.

Viceroy.

Governor of a Colony.

Commander in Chief abroad.

2nd. Duties under Arms:—

(a) Divisional

(b) Brigade or Garrison.

(c) Regimental.

3rd. Courts Martial:—

(a) General.

(b) District.

(c) Regimental.

4th. Boards and Courts of Inquiry.

(a) Divisional.

(b) District.

(c) Regimental.

5th. Working parties.

6th. Fatigues.

19. What is an Orderly Officer, or Officer of the Day?

He is an Officer on Regimental duty as a temporary assistant to the C. O. in regimental duties. Guards, Picquets, B. O. S. and N. C. O.'s on other Battalion duties are in his charge.

20 Under what general head do the duties of an Orderly Officer come?

Duties under arms.

21. What Orderly Officers are usually appointed in an Infantry Corps?

A Captain and Subaltern of the day.

22. When two duties come to an Officer on the same day which one does he perform?

The senior one.

23. What is the rule as to placing an Officer on other duties when he has already been detailed for one?

He may be detailed for such other duties as the C. O. thinks he can consistently perform in addition to his first mentioned duty.

24. What is an Overslaugh?

When two duties come to an Officer on the same day, he performs the senior one and gets credit for both.

25. Under what circumstances is an Officer entitled to an overslaugh?

When in performance of a duty and his turn comes for another.

26. What parades are attended by an Officer on duty?

All parades not interfering with his duty.

27. Does "In waiting" count as a tour of duty?

No.

28. By whose authority only may Officers exchange duty?

Only by the same authority that detailed them.

29. To whom may Regimental Officers apply for an exchange of duties?

In writing to the adjutant.

30. What is sufficient for an Officer to count a Court Martial?

By being sworn.

31. How long must an Officer detailed for for Court Martial remain at a Station at which it is held?

Until it is dissolved.

32. What duties may a Company Officer be called upon to perform?

Courts Martial, if eligible, Guards, Picquets, Escorts, Duties under arms; Boards and Courts of Inquiry, working parties and orderly duties.

33. In what case may a Captain be called upon to perform the duties of a Field Officer of the day?

In small Garrisons also as an assistant to a Field Officer of the day.

34. Describe generally the duties of a Captain of the day?

He inspects the rations, tents or rooms, Regimental Institute, Library and Hospital, and sees that they are in good order. Receives from the Adjutant the Regimental duties for the day and marches them off. Inspects and dismisses the old guard. Inspects messes and receives all complaints. Collects reports at Last Post of Tattoo. Sees that all lights are out at the proper time and that good order is maintained. Inspects and visits the Regimental Guard at least once by day and once by night; also prisoners for complaints. Makes out a complete report. If anything unusual should occur he should at once personally report to the C. O. Should not leave precincts of Barracks or camp during tour of duty.

35. What are the duties of a Subaltern of the day?

He assists the Captain of the day and will do such duties as he may order. He will make out a report and hand it in to the Orderly Room. His report should contain a statement of the duties he performed and record any complaints or occurrences in connection with his duties. Should not leave precincts of Barracks or Camp during tour of duty.

36. What designation is applied to N. C. O.'s assisting the Officer of the day?

B. O. S. and B. O. C.

37. What generally are the duties of a B.O.S.?

He should accompany the Captain of the day at all inspections such as rooms and rations, he should also attend the Captain at lights out and on visiting messes. He sees that things are in good order, parades the duty corporal and men for rations, parades defaulters and sick, gets list of men absent and hands to Orderly Officer and attends all parades not interfering with his duties. He will be assisted in his duties by the B. O. C. They will not leave the precincts of Barracks or Camp during their tour of duty.

38. What is a C. O. S.?

A N. C. O. for company duty and the assistant to the Company Commander.

39. Describe generally the duties of a C. O. S.

He calls the roll of his Company on all Parades and at reveille and first post and makes out an inventory of any man absent over 24 hours. He parades all defaulters and sick, makes out sick and absentee reports, gate and canteen lists, parade states, and hands the same to the Color-Sergeant. See that "charge reports" are correctly made out, and that the meals of the men of his Company on duty, prisoners or sick are sent at the proper time. He attends the S. M.

at the issuance of orders and reads the same to the men of his Company. He attends Tattoo Parade; warns, parades, and inspects all men of his Company for duty.

40. What is the C. O. C.?

He is the assistant to the C. O. S.

41. Describe generally the duties of a C. O. C.?

He parades orderly men at the issue of rations and parades defaulters. He shows the orders to the Officers of his Company and assists the Orderly Sergeant as much as possible.

42. What is a guard?

Any number of men under a commander for protective purposes.

43. Under what general head in the table of classification of duties do ordinary guards come?

Duties under Arms.

44. What guards should be commanded by an Officer?

Those whose duties are important, irrespective of number, and always when over 20 men.

45. What guards may be commanded by a N. C. O.?

Guards of under 20 men.

46. How do guards pay compliments?

By turning out and presenting arms if necessary.

47. To whom do guards present arms?

To the Sovereign and members of the Royal Family, Governors and General Officers in uniform. To Field Officers of the day when visited by him and a Regimental Guard to its C. O. once a day when in uniform.

48. To what persons do they remain at the slope?

(Rifle Regiments would remain at the "order.")

To all mentioned in the previous question if passing in rear of the guard.

49. To what bodies do guards present arms?  
To all armed corps.

50. To what bodies do they slope? (Rifle Regiments would remain at the "order.")

To armed parties not up to the strength of an armed Corps.

51. What is a Sentry?

A man on guard or watch usually detached from a guard.

52. What are the duties of a Sentry?

To pay all proper compliments, turn out the guard when necessary, carry out all orders (which should be written), report any irregularity near or on his post, should not allow any unauthorized person to approach his post, should be vigilant, if fire breaks out he should report same to commander of the guard. Sentries should be relieved every two hours, (or in very cold weather oftener). A sentry should walk his beat in a soldier-like manner, converse with no one except on a matter of duty, if asked a question he should answer it and immediately resume his beat.

53. What is an escort?

A moving guard usually having a prisoner or stores in charge.

54. What are the duties of escorts?

To convey or escort prisoners or stores and to protect them.

55. What is a Picquet?

A number of men detailed for patrolling and for quelling disturbances, they act in the joint capacity of a guard and military police.

56. What is an armed party?

Any number of men from one upwards with a commander, side arms are sufficient to make it an armed party.

57. What is an armed Corps?

1. Regiment of Cavalry.
2. Battery of Artillery with its guns.
3. A Brigade of Horse or Field Artillery without guns.
4. 2 Companies of Garrison Artillery.
5. 4 Companies of Engineers.
6. A Battalion of Infantry with or without its colours.

58. How does a sentry pay compliments?

By sloping and carrying his right hand across to the butt of rifle and presenting arms.\*

59. To what Officers do sentries present arms?

All including and above the rank of Major.

60. To what Officers do sentries slope arms?\*

All including and above the rank of Major.

61. To what bodies do sentries present arms?

To all armed parties.

62. To what parties do sentries slope arms?\*

To all unarmed parties.

63. What is a relief?

A number of men equal to the number of posts going on or ready to go on and relieve the old sentries.

64. In what formation should a guard be when it turns out?

Facing the front in rank or two ranks with sloped arms.†

65. To whom should a commander of a guard report on being relieved?

To the Regimental Orderly Officer if a Regimental guard or to the Adjutant if it has been a Brigade or Garrison guard.

---

\*Rifle Regiments by ordering and presenting arms.

†Rifle Regiments at the order.



66. To whom should he report in the event of an unusual occurrence?

To the Regimental Orderly Officer if a Regimental guard or to the Brigade Orderly Officer if a Brigade guard.

67. Under whose immediate supervision is the guard and guard room?

The Orderly Officer's.

68. What is a guard report?

It is the report made out by the commander of a guard and should contain:—

1. Hours at which the commander of a guard visited his sentries.
2. Hours at which they were visited by the Orderly Officer.
3. Names of prisoners confined during his tour of duty and their charges.
4. Should mention the authority by which prisoners were released.
5. List of articles in charge of guard.
6. Every man's name, the number of his post, and the hours during which he is posted. This is called the time and post roll.
7. Any unusual occurrence.

69. What is the rule as to inspecting guards and armed parties before going on duty?

They must be inspected by an Officer.

70. What is the rule as to inspecting and visiting reliefs and sentries respectively?

All reliefs should be inspected both on going out and returning from their posts by Commander of Guard.

Sentries should be visited at least twice a day and twice by night by the commander of the guard, and in addition a N. C. O. and patrol should be sent around at uncertain intervals.

71. What generally are the duties of a commander of a guard?

1. He should make himself acquainted with all the orders of his guard.
2. Inspects all reliefs going out or coming in.
3. Maintains proper order and be responsible for everything in connection with his guard.
4. Shall receive all passes from men returning to Barracks and should initial the same.
5. Should report all coming in after Tattoo if not in possession of a pass and if drunk should confine them.
6. Should take charge of all prisoners, inspect and search them before confining them and prevent them from getting liquor.
7. Should direct the bugler when to sound.
8. Should have a list of defaulters and men on pass which he will get from the Orderly Sergeant.
9. Make out a complete report.

72. What is the rule as to Officers and men on guard removing their clothing and accoutrements?

Must never have them off except for cleaning and then the commander of a guard must not allow more than one-third of his guard to be unaccounted at one time.

73. On what occasions do guards turn out?

Reveille, Retreat, First Post, visiting rounds and to pay compliments, and any unusual occurrence.

74. How often should sentries be relieved?

Every two hours.

75. What is the rule as to inspection of guards on being relieved?

They must be inspected by an Officer.

76. What is a regimental Picquet?

Any number of men under a commander for maintaining order and patrolling.

77. Under whose immediate orders is a regimental picquet?

The Officer of the Day.

78. On what occasion is a picquet to be fully armed?

When detailed to assist the civil authorities in quelling a disturbance.

79. With what arms do a picquet usually parade?

With side arms.

80. To whom should a regimental picquet report on returning from duty?

To the Officer of the day.

81. To whom should an Escort report?

To the Adjutant.

82. What is a Garrison?

Troops of two or more Regiments under one Commander in a town or fortified place.

83. What is meant by Reveille?

It is an army call at sunrise or some other stated hour when the troops will rise.

84. What is meant by Retreat?

An army call at sunset or some other stated time after which guards do not pay compliments.

85. What is First Post?

An army call usually sounded at 9.30 p.m.

86. What is Last Post?

An army call usually sounded half an hour after first post after which all men not on pass are reported absent.

87. What is Tattoo?

The time which elapses between first and last post.

88. What is Lights-out?

An army call for the extinguishing of all unauthorized lights.

89. Under what circumstances may the Militia be called out to aid the Civil Power?

In case of a riot or pending riot with which the Civil Authorities are unable to cope.

90. What must be done by the Civil Authorities to call out the Militia?

They must send in to the Senior Officer of the locality a requisition signed by three Magistrates, of whom the Mayor, Warden or other head of the Municipality must be one, or by the Chairman of the Quarter Sessions, who is County Court Judge in Ontario.

91. What should be done by a Company Commander on receiving an order from his C. O. to turn out in aid of the Civil Power?

He should warn and assemble his men and report to his C. O.

92. What penalty may be imposed on a N. C. O. or man for refusing to turn out in aid of the Civil Power?

A fine not exceeding \$20.00.

93. What penalty may be imposed upon an Officer for refusing to turn out in aid of the Civil Power?

A fine not exceeding \$100.00.

94. What pay and allowances are troops entitled to for turning out to aid the Civil Power?

Pay Officers, same as for active service.

Pay Men, \$1.00 per diem.

Pay Horses, \$1.50 per diem.

Allowances, Officers, \$1.00 per diem.

Allowances, Men, 50c. per diem.

Allowances, Horses, 50c. per diem.

95. When is a Guard, Escort, Picquet or Fatigue Party, entitled to count a tour on duty?

When it is marched off the parade ground.

96. What are the duties of N. C. O. on gate duty? (detailed daily).

He is responsible that no N. C. O. or man passes out of the Barracks gate unless dressed strictly according to regimental order; that no one enters Barracks except duly authorized. He should confine men returning drunk. He should collect all passes from men returning to quarters after hours.

97. What are the duties of Officers in command of parties passing guards?\*

If an armed party he will slope and bring his sword to the carry and give the command, "Eyes right or left," as the case may be. If an unarmed party he will give the command, "Eyes right or left," as the case may be, and salute with the right hand.

98. What is the composition of a guard of honour?

100 rank and file or 50 rank and file with a band.

99. What Officers should always be mentioned in orders?

The Officer of the day and the waiting or next for duty.

100. What are the duties of N. C. O. on canteen duty?

They should be held responsible that the Canteen is only open at the proper hours, that none are allowed in but those entitled to the privilege, and no one in liquor is allowed there.

---

\*Rifle Regiments "Trail."

## **INTERIOR ECONOMY**

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### **1. What is Interior Economy?**

It is the Interior management of a Corps apart from Drill and Duties and relates mainly to the clothing, paying, messing and quartering of troops.

### **2. What are Orders?**

They are written communications of a mandatory nature issued by an Officer to his subordinates.

### **3. What is the form of an Oath of Allegiance?**

I, ———, do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Majesty.

### **4. How and by whom are men and N. C. O.'s appointed and promoted?**

By their C. O. on the recommendation of their Company officer.

### **5. What are the duties of N. C. O.'s?**

To take charge of Sections.

### **6. What are the duties of Colour Sergeant?**

He acts as Company S. M. and Company Q. M. S., and financial accountant to the Officer commanding Company. He assists the Commander of Company in regulating the interior economy of Company and makes out a daily ration indent; keeps Company roll book, pay lists, stock book; examines and makes inventory of kit of any of his Company absent without leave.

### **7. What are the different kinds of Rank?**

- 1. Substantive or regimental, being the rank you hold in your own Corps.**
- 2. Brevet, being the rank you hold outside your own Corps.**

3. Honorary merely titular and does not carry with it any command or authority.

8. What are the ranks in the Army?

2nd Lt., Lt., Capt., Major, Lt. Col., Col. Brig. Gen., Major Gen., Lt. Gen., Gen., Field Marshal.

9. How are Officers appointed?

By the King or his representative.

10. What is the rule as to seniority between the Army and Militia?

Officers of the Army and Militia now take seniority according to the dates of their commissions.

11. What is the difference between rank and appointment?

Rank is the status of an Officer and gives seniority. Appointment is the Office that he fills or discharges.

12. What is an N. C. O.?

He is a sub Officer holding no Commission and appointed by the C. O. (N. C. O.'s hold their rank or appointment at pleasure of C. O.)

13. What is sufficient notification of orders in the militia?

Publication in a newspaper in the regimental division.

14. How are orders generally made known?

By being read on parade or by being posted in a conspicuous place.

15. To whom does an officer make a complaint?

To his C. O.

16. To whom does a N. C. O. make a complaint?

To his Company Commander.

17. What is a Warrant Officer and how is he appointed?

He is a sub Officer, junior to all Commissioned Officers but senior to all N. C. O.'s. He is appointed by the Secretary of State for War. In

Canada by the Minister of Militia and holds a parchment termed a Warrant.

18. How does a private soldier make a complaint?

To his Company Commander, accompanied by a N. C. O.

19. What may a man do if not satisfied with the decision of his Company Commander.

He may have the matter brought before his C. O.

20. What is the general rule regarding official letters?

They must be written on foolscap paper with a quarter margin on the left, the subject of letter should be stated on top of the margin. It must contain only one subject and must be short and to the point.

21. To whom must an official letter be sent?

To the C. O., who will, if approving, forward it to the D. O. C. with recommendation.

22. How many days' leave may a C. O. grant an Officer?

Three.

23. If he has asked for more than three days what procedure must be taken?

He must send it to O. C. Higher Command who has now power to give up to 30 days' leave, except outside the country, when it is sent to Headquarters.

24. If you required an extension of leave how should you proceed?

Write or telegraph to the adjutant.

25. To whom should an Officer report on returning from leave?

To the adjutant.

26. If a subaltern wishes leave of absence how should he proceed?



Obtain verbal permission from his Company Commander and then apply in writing to his C. O.

27. How should an official document be signed?

First name then rank and below that the Corps.

28. To whom should young officers apply for advice or assistance?

To the C. O.

29. What is meant by the chain of responsibility?

The responsibility of the lowest to the highest through the intermediate, that is, men to section commanders, section commanders to company commanders, company commanders to C. O. and so on.

30. What is a Company?

The tactical unit of Infantry. It is divided into two half companies, each of which is again divided into two sections. A squad is the  $\frac{1}{2}$  of a section formed under a selected leader for purposes of discipline and manoeuvre.

31. To whom and for what are Company Commanders responsible.

To the C. O. for the efficiency, paying, clothing, feeding of his men, and for everything connected with his Company.

32. Who is responsible for keeping the Company books?

The Company Commander, though the Colour Sergeant may act as his clerk.

33. What books should an Officer have in his possession?

1. Latest edition of Infantry Training.
2. King's Regulations.
3. Regulations and Orders for the Canadian Militia.
4. Regulations of Encampment.

5. Training Manuals Appendix.
6. Combined training.
7. Musketry Regulations.
8. Manual of Military Law.

34. What is the duty of an Officer in charge of a Company in relation to public money entrusted to his care?

He is responsible for all money entrusted to him.

35. To what extent should a Company Commander entrust money to his Colour Sergeant?  
To no extent.

36. What is a pay list?

It is a list containing the names of all officers. N. C. O.'s and men in the Company, showing the amount to which each man is entitled, the amount of stoppages and cash payments.

37. How do Officers and N. C. O.'s appear on the roll?

According to seniority.

38. How do men appear on the roll?

Alphabetically, and by the number of years' service they have had.

39. How are men paid?

They are paid weekly in arrears, and their account settled at the end of the month.

40. What power has a Company Commander to grant passes?

Up to 6 days.

41. To whom does leave of absence apply?

To an Officer.

42. To whom does furlough apply?

To N. C. O.'s and men.

43. What is a furlough?

It is permission for a man to be absent from his quarters for more than 6 days.

44. By whom is a furlough recommended and by whom granted?

Recommended by Company Commander and granted by C. O. up to 21 days, beyond that, Headquarters.

45. By whom are passes granted?

By the Company Commander.

46. Who may be granted permanent passes?

All N. C. O.'s below the rank of Sergeant, and well behaved men.

47. What is the difference between leave of absence and a pass?

Leave of absence is only for Officers and is not written. Passes are for N. C. O.'s and men, which are written and carried with them.

48. What is the rule about choice of quarters among Officers?

The senior has first choice. If an Officer has possession, another of the same rank, although senior, cannot force him to give it up.

49. For what are Officers' Messes established?

For convenience and to keep the Officers together.

50. Who are dining members of the Mess?

All unmarried Officers.

51. By whom and how are Officers' Messes managed?

By a Committee with the approval of the C. O.

52. What voice has an Officer in the management of the Mess?

He has a vote in the getting up of entertainments.

53. To whom and for what is the President of the Mess responsible?

To the C. O. for everything in connection with the Mess.

54. Who enters the mess first?

The senior combatant Officer.

55. Where does the President sit and what are his duties?

Nearest the servants' entrance. He is responsible that the servants perform their duties and order is maintained at table.

56. Where does the Vice-President sit?

At the end nearest the entrance.

57. Where does the Senior Officer sit?

At the centre of the table on the right side.

58. How often should the President and Vice-President be appointed?

Weekly.

59. What are the different kinds of dress for N. C. O.'s and men?

Review, Marching Order and Drill Order.

60. How does a man report sick?

He reports to his Co'y O. Sergeant, who makes out a sick report, parades and hands over the men to the B'n O. Corpl. or N. C. O. detailed for that duty, who parades him to the Hospital.

61. What Company books should be kept by an Officer commanding a Company?

1. Company Order Book.

2. " Conduct Book.

3. " Cash Book.

4. " Ledger Book.

5. " Clothing Book.

6. " Messing Book.

7. Register of arms and accoutrements.

8. Pay lists or sheets.

9. Requisitions of clothing or necessities.

62. When does a furlough expire?

At Tattoo on last day.

63. When a man is absent five days after expiration of furlough how is he treated?

As a deserter.

## MILITARY LAW

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1. What is military discipline?

Subordination, obedience, attention, order, regularity, system, absence of crime, and accountability to some one over us.

2. What is military law?

It is the law which governs a man in his capacity as a soldier irrespective of his responsibility as a private citizen.

3. What is the object of military law?

To preserve order and discipline in the army.

4. What is the Army Act?

A British Imperial statute for the government of His Majesty's forces.

5. What is the Militia Act?

A Dominion Statute for the government of the Canadian Militia in which is a clause which makes the Army Act apply to them.

6. When is the Canadian Militia subject to military law?

Permanent corps, always, other members from the time he is called out for active service, during the period of annual training, during any drill or parade of his corps whether present in the ranks or as a spectator, when going to or from parade, at any time when in the uniform of his corps.

7. How is the Military Code laid down?

Partly in Acts of Parliament, and partly in Regulations made under the authority of the Acts.

8. Name some of the Chief Acts relating to Military law :            nada.

The Army            , the Army Annual Act, the Militia Act.

9. What are the Principal Regulations?

King's Regulations, Regulations and Orders for Militia, Pay and Allowances, and Financial Instructions for Canada.

10. What is the Army Act?

An Act passed in 1881 which embodies the contents of the Old Mutiny Act and Enlistments Acts. It remains in force one year in order to continue the Constitutional principle of keeping up Parliamentary Sanction for the maintenance of a Standing Army.

11. What is the Army Annual Act?

It is the same as the former Mutiny Acts, stating the necessity of the maintenance of a Standing Army and fixing the number of men to be kept up for the next twelve months. (1) Gives a short title to the Act, (2) Continues the Army Act in force for a further 12 months and fixes the price to be paid for billets during the ensuing year if any amendments are required in the Army Act they are added.

12. How are persons subject to Military Law?

They are subject as either officers or soldiers. Some persons are subject to it all the time and others only under certain conditions.

13. Who are subject to it all the time in the Canadian Militia, and who are not?

The Permanent force at all times, the Non Permanent forces only at certain times.

14. When a person subject to military law commits an offence what is done?

He is placed in military custody, which means, in the case of officers or soldiers, arrest, but, if necessary, they may be placed under a guard or picquet, etc.

15. What is arrest?

Arrest is either close or open, when not specified it means close arrest, an officer in close arrest is not to leave his quarters except to take such

exercise as the medical officer may deem necessary, and then only under supervision, when in open arrest he may take such exercise within certain limits, or may be directed to go from one station to another, he is however forbidden to appear in any place of amusement and must always be in uniform, but without sash, sword, belt or spurs.

16. Whom may place an officer under arrest?

He may be placed under arrest by competent military authority without any previous investigation should the nature of offence demand it, but a commanding officer will not place any officer under arrest until he has inquired into the matter. When an officer is placed under arrest a special report will be made to headquarters. a junior officer can order a senior into arrest if the latter is engaged in any quarrel, fray or disorder.

17. How is an officer once under arrest to be released?

Not without the sanction of the highest authority to whom the case has been reported unless it is by error, no officer can demand a court martial or persist in considering himself under arrest after he has been released.

18. If an officer thinks himself aggrieved how should he seek redress?

If on due application to his commanding officer he does not receive the redress he considers himself entitled to, he may complain to the Commander-in-Chief, who is according to the Army Act bound to examine such complaint and through the Secretary of State make his report to His Majesty in order to receive the directions of His Majesty thereon.

19. Do the rules of arrest apply to warrant and N. C. officers?

Yes, a warrant or N. C. officer charged with an offence will be placed under arrest at once, but

if the offence is not serious it will be investigated previous to arrest.

20. What is meant by arrest in the case of a Private?

Arrest means placing men in the charge of a guard, piquet, patrol, or sentry, or of a provost marshal, or being placed in open arrest. This does not apply to offences of a minor nature.

21. How is a soldier charged with a serious offence dealt with?

He is to be placed in arrest at once and the N. C. Officer who ordered him to be placed in arrest is to do so without altercation, and will avoid coming into personal contact with the man. He will obtain the assistance of one or two privates to escort him to the guard room.

22. What N. C. Officers can place a Private in arrest?

All except Lance Corporals of less than four years' service who will refer the case before arrest to the Orderly Sergeant in all cases except personal violence or on detached duties.

23. Can a Commander of a Guard or Piquet refuse to accept anyone committed to his custody?

No, but it is the duty of the person confining the accused to deliver at the time of committal or at least within 24 hours an "account" in writing what offence the accused is charged with.

24. What is done if this "charge" is not given within 24 hours?

The Commander of the guard will take steps to procure it and will report the matter to the officer to whom he renders his guard report.

25. What is done if "charge" is not received within 48 hours?



The officer to whom the commander of the guard renders his guard report may order the accused's release.

26. By whom can a man once confined be released?

Only by competent authority, that is if confined in a regimental guard room one can only be released by the officer commanding the regiment or if in a garrison guard room only by the officer commanding the garrison.

27. Is an offender in arrest required to perform any duty?

No, beyond handing over any cash stores or accounts, and he is not to bear arms except by order of his commanding officer.

28. Should he be ordered to do any duty is he thereby absolved from liability of his offence?

No, the fact of carrying arms or employing him on duty does not amount to condonation of his offence, it must be an intentional act of forgiveness.

29. How are minor offences against a soldier investigated?

They may be held without the man being confined, but a soldier whom a charge for a minor offence is pending will not quit barracks until his case has been disposed of. He will attend all parades, but will not be detailed for any duty.

30. How are all charges against soldiers first investigated?

By the accused's company commander who decides whether he can deal with it. If he does so deal with it he enters the award on a Minor Offence Report Form, and sends it to the orderly room for supervision and approval of the C. O., if not so disposed of it will be dealt with by the commanding officer.

31. What are the powers of a company commander?

7 days C. B., fines for drunkenness and extra guards, picquets, etc. He may admonish or reprimand N. C. O.'s below the rank of Sergeant, or appointment of Lance Sergeant.. The C. B. may be limited by the commanding officer to 3 days C. B.

32. When must all charges be investigated by the commanding officer?

Within 48 hours of their being reported to him, exclusive of Sunday, Good Friday and Christmas Day, if this cannot be done a report must be made to Superior authority.

33. When and how are offences investigated by the company commander?

An hour before the commanding officer's parade when practicable, the accused is marched in under escort without his cap, the charge is read to him and witnesses against him given their evidence, the commanding officer asks the accused if he has anything to say in his defence, and hears any witnesses he may wish to call.

34. Is the evidence given before the commanding officer on oath?

No, unless the prisoner demands it, which he has a right to do.

35. How will the commanding officer dispose of the case?

After looking at the man's company conduct sheet, which is produced by the company commander, he may dismiss the case if he thinks the evidence does not disclose an offence, or if he thinks it should be proceeded with he will (1) Dispose of it summarily, (2) Refer it to superior authority, (3) Adjourn the case to have the evidence reduced to writing.

36. In the last case if the summary of evidence is taken what is done?

It will be considered by the commanding officer who will then

- (1) Remand the accused for Court Martial.
- (2) Refer the case to the proper superior authority.
- (3) If the accused has not claimed a Court Martial, rehear the case and dispose of it summarily.

37. If the accused is remanded for further enquiry what should be done?

His case must be brought under review daily till disposed of, and if at the time sufficient evidence is not forthcoming to show whether the accused is guilty or not, and there is no opportunity of completing the investigation at the time, the accused may be released without prejudice to his arrest when further evidence is forthcoming, if it's not a serious offence the case should be dismissed.

38. When an award has been given can it be increased?

No, though a commanding officer can diminish his own, or a company commander's award; the award is considered final when the accused is marched from the commanding officer's presence. In any case he cannot alter the award in the conduct book after the punishment has been completed, but the General Officer can if he thinks the punishment illegal or excessive order the record to be expunged.

39. What is meant by the term Commanding Officer?

It means in the sections of the Army Act relating to Court Martial, executive of sentence and power of Commanding Officers, and also other Rules of Procedure the officer whose duty it is to deal with a charge against a person subject to military law of having committed an offence.

40. What powers has an officer commanding in dealing with a case summarily in the case of a Private?

He may award either summary or minor punishment, but before awarding summary punishment he must first ask the man if he wishes to be tried by a District Court Martial. If he omits to ask the man this question he may still exercise his right any time before the commitment of prisoners on that day, but if the man claims a Court Martial he may be given an opportunity on the following day to reconsider his decision.

41. What summary punishment can a Commanding Officer give affecting pay?

Detention with or without hard labour up to 14 days, or in the case of absence without leave exceeding 7 days detention for each day of absence not exceeding 21 days, fines, deductions from ordinary pay.

42. Who may give more than 7 days' detention for any offence?

Field Officers only, but all can give the award as above for absence without leave.

43. How will detention be awarded?

Up to and including 7 days, in hours, over 7 days, in days, if in hours it begins to count from the time the man goes to cells, unless the man does not go to cells until the following day, in which case it begins to count on that day at the usual hour for the commitment of prisoners. The day of award does not count as a day of detention. Detention exceeding 7 days will be in days and begins to count from the day of award.

44. Can a man undergoing detention be awarded a further sentence for a fresh offence?

Yes, provided that he is not imprisoned for more than 14 days consecutively except for absence.

#### 45. What are Fines?

Fines are for drunkenness and are awarded according to the following scale:—

- (1) For the first offence of drunkenness during a militiaman's service there shall be no fine.
- (2) (a) For the second offence the fine shall be \$2.00.  
 (b) For the third and every subsequent offence the fine shall be \$3.00; but if the third or any subsequent offence occur within six months of the last preceding offence the fine shall be \$5.00, and if within three months \$6.00.  
 Time during which a soldier is absent from duty by reason of detention, or absence without leave, is not to be reckoned in the above periods.
- (3) A soldier should not be fined for drunkenness when the unpaid fines amount to \$10.00.

#### 46. What is a meaning of the letter "D" on a man's conduct sheet?

This is not now in vogue.

#### 47. What is meant by deductions from ordinary pay?

Any reductions from a man's ordinary pay. This may be the amount required to make good loss, damage or destruction caused by his offence, he must be left a penny a day for his own use.

#### 48. What minor punishments can a commanding officer give?

Confinement to Barracks not exceeding 14 days, extra guards, picquets, and admontion; in the case of N. C. O.'s reprimand or severe reprimand.

49. What are the rules as regards confinement to barracks?

It commences from the day of award unless it is combined with a sentence of detention, and the first day ends at midnight that day. During the time the man is a defaulter and cannot quit barracks except on duty he will do his ordinary parades and duties and in addition fatigues, relieving the well conducted men. He is not to do more than 10 days' punishment drill, which consists in marching in quick time in marching order for not more than two hours, it is not to be carried out after retreat. Men doing C. B. are only allowed to enter the canteen during one hour in the evening, they are not required to make up any of their punishment which they have missed by being in hospital, or in prison, or on duty.

50. Can a man already a defaulter begin a further award of confinement to barracks?

Yes, which will commence at the end of his previous sentence, provided the total award does not exceed 28 days.

51. When are extra guards and picquets given?

Only for irregularities when on or parading for these duties.

52. Can any of the foregoing punishments be combined?

Yes, except in the following cases:

1. When detention exceeds 7 days no minor punishment can be added.
2. A single award of punishment must not exceed 14 days in all, except for absence without leave.
3. Confinement to barracks will take effect on the termination of the detention.

53. Can a Private be admonished?

Yes, but not reprimanded, admonition is only entered in a man's conduct book in cases of drunkenness.

54. In the case of absence how is forfeiture of pay made?

The Royal Warrant for pay says that less than 6 hours cannot rank as a day unless two conditions are filled, 1st, that it prevented the absentee from fulfilling some military duty; 2nd, that the duty is thrown on some other person, the 6 hours should be reckoned consecutively, but not necessarily in same day. Where the absence extends over 12 hours, he forfeits one day's pay, reckoned from midnight to midnight, during any portion of which he was absent.

Pay is forfeited for every day of absence, he will be informed as to the number of days' pay so forfeited; this is done by Royal Warrant, not by the Commanding Officer, the man has a right to claim a Court Martial should he deny his absence; this rule also applies to Warrant and N. C. Officers.

55. What are the powers of a Commanding Officer in dealing with an N. C. Officer?

He cannot award summary or minor punishment to an N. C. Officer or an Acting N. C. Officer, but he can (1) Admonish, (2) Reprimand, (3) Severely reprimand, (4) Order to revert to his permanent grade, (5) Remove from appointment. In non-permanent units ranks are held at pleasure of C. O.

56. What are the powers of officers commanding detachment.

He has the same powers as the officer commanding a corps, but if he is under the rank of

Field Officer (Major) he may be restricted in these powers by the officer commanding or by Superior Authority, if however, necessity arises, he may act to the full powers of a Commanding Officer sending in a report to the officer who has restricted his power.

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## PART II.

57. By whom are the several Courts Martial convened and from what source do the convening officers derive their authority?

A general Court Martial is convened by the King or some officer qualified having a warrant authorized to delegate his authority. A qualified officer means the commander in chief, any commanding officer not below the rank of field officer, the Lord Lieutenant of Ireland, the Governor-General of Canada, the Governor of a Colony, and in a special case an officer of the rank of Captain abroad.

District Court Martial can be convened by an officer authorized to convene a general Court Martial or an officer not below the rank of Captain authorized to convene a district Court Martial a warrant from such officer.

Regimental Court Martial can be convened by an officer authorized to convene a general or district Court Martial, or any commanding officer not below the rank of Captain, or on board ship a commanding officer of any rank. No warrant is required.

Field general Court Martial. This court can only be convened on active service beyond the seas when it is not practicable to convene a general Court Martial but if the troops are not on



active service it can only be an offence against the person or property of an inhabitant of the country.

58. State the legal minimum service required, corps of members, of the four Courts Martial.

General Court Martial, legal minimum in the United Kingdom, India, Natal, or Gibraltar, 9, elsewhere 5; service required, to have held a commission for not less than three years; corps of members, they must not all belong to the same regiment unless the convening officer certifies in the order of convening the court that having due regard to the public service other officers are not available.

District Court Martial, legal minimum 3, but if a doubtful or difficult case 5, should, if possible, be detailed, must have held a commission not less than 2 years, corps members, they must not all belong to the same corps, unless the convening officer certifies in the order that having due regard to the public service other officers are not available.

Regimental Court Martial, legal minimum 3 officers, must have held a commission not less than 1 year, corps of members may belong to the same or different regiments.

Field general Court Martial, legal minimum 3 officers, in any case not less than 2, must have held a commission not less than 1 year, but if officers of 3 years are available they should be detailed.

59. What is the jurisdiction and powers of punishment of the four Courts Martial?

Jurisdiction "General."—All persons subject to military law, power of punishment, death or less punishment.

District.—All persons subject to military law except officers, and warrant officers holding honorary commissions. Powers of punishment: Detention or imprisonment with or without hard

labor, not exceeding twelve years, except in the case of a warrant officer when the only punishment the court can inflict is forfeitures, fines, stoppages, dismissal, suspension from rank, pay and allowances, reduction to the bottom or any other place in his rank, or to an inferior class of warrant officer, or if originally enlisted as a soldier, reduction to the ranks or to a lower grade.

**Regimental.**—Cannot try an officer, warrant officer or a person not belonging to His Majesty's service. An N.C.O. above the rank of corporal is only to be tried by this court if the general officer commanding decides it is not practicable to convene a higher court.

**Powers of Punishment.**—Detention up to 42 days with or without hard labour and any punishment except discharge with ignominy or forfeitures.

**Field General.**—All persons subject to military law (as stated in last answer), powers of punishment: if the court consist of three members it has the powers of a General Court Martial, if of two, then not exceeding imprisonment or summary punishment.

60. Who are the confirming authorities of the four Courts Martial?

**General.**—The King, in the United Kingdom, elsewhere, an officer having a warrant authorizing him to confirm, whether the warrant comes immediately from the King or from some other officer authorized to delegate his authority, provided that by warrants now in power no sentence of death, penal servitude, cashiering or dismissal passed on an officer can be confirmed by any one but the King or the Commander-in-Chief in India. In Canada, no sentence will be carried into effect until approved by the Governor-in-Council.

**District.**—An officer authorized to confirm a general Court Martial or an officer authorized to

confirm a district Court Martial by a warrant of such officer.

**Regimental.**—The convening officer or any officer having power to convene such a court at time of submission of the finding and sentence.

**Field General.**—Any officer authorized to confirm a general Court Martial or on active service any officer authorized by the rules of procedure to confirm a field general court, provided that the death or penal servitude is not carried out until confirmed by the general or field officer commanding the force with which the prisoner is present.

61. When is an officer eligible to serve on a Court Martial?

When he is subject to military law and possesses the prescribed amount of service.

62. When is an officer disqualified from sitting on a Court Martial?

(1) The convening officer.\* (2) The officer who investigated the charge (note this does not mean the company commander, but only the officer who investigated) with power to dispose of it. (3) The prosecutor. (4) Witness for the prosecution. (5) C. O. of the accused's corps. (6) A member of a court of inquiry which investigated the matter. (7) An officer who has personal interest in the case.

63. What is a summary of evidence?

A statement taken down in writing in a narrative form, of the evidence given by witnesses at the investigation held before the commanding officer, it is taken in the presence of the accused by the commanding officer or some officer deputed by him, the accused can give evidence himself or call witnesses in his defence, or make

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\*This does not apply to a Field General Court Martial.

any statement which will be taken down in writing, he cannot be required to sign it and should be warned that anything he says may be used against him at trial. All witnesses sign their evidence and the whole summary is signed by the officer taking it. It is taken when the accused is remanded for a Court Martial, it is not given on oath.

64. What is a charge?

An accusation that a person subject to military law has been guilty of an offence.

65. What is a charge sheet?

A charge sheet contains the whole issue or issues to be tried at one time; it may contain one or more charges.

66. Into how many parts is a charge divided?

Two (1) A statement of the offence, (2) A statement of the particulars.

67. What do these two parts contain?

The statement of offence must be in the words of the Army Act if not a civil offence, otherwise in such words, not necessarily testimonial, as will sufficiently describe the offence.

The statement of particulars need not be in any prescribed form of words, but they must state such circumstances of the offence as will enable the accused to know what the particular offence he is charged with consists of.

68. What are sent on an application for a general or district Court Martial by the officer commanding?

(1) Charge sheet in duplicate. (2) Summary of evidence. (3) Accused's Company Conduct Sheet. (4) List of witnesses for the prosecution and defence with their stations. (5) Statement as to the character and service of the accused. (6) List of officers available to sit as members.

69. What length of time should elapse between the commanding officer remanding the

accused for trial, regimental court martial, or forwarding an application for a higher court?

Under ordinary circumstances not more than 36 hours.

70. How are the president and other members of a court martial appointed?

The president by name by the convening officer, the members being detailed.

71. For what is the convening officer responsible?

For the legality of the charge sheet and that a duly qualified officer is named to act as prosecutor. If he has not one fit for the duty he must apply to a superior authority for one.

72. What are the regulations to prevent any one being kept in military custody without a court martial?

A special report must be made to the G. O. C. of district at the end of 8 days and a similar report every 8 days until the court assembles or the accused is released. If more than 15 days in the United Kingdom or 30 days elsewhere elapse between the receipt of application for court martial to dispose of the case either by the assembly of the court or otherwise the G. O. C. must report the case to the commander-in-chief.

73. A soldier to be tried by court martial,—describe in detail how he is warned?

He is to be warned by an officer not less than 18 hours before a regimental, and not less than 24 hours in other courts martial. (2) To be informed by an officer of every charge he is to be tried on which are to be fully explained to him. (3) He is to be asked for the names of his witnesses in order that they may be secured (4) Given a copy of charge sheet and of summary of evidence gratis. (5) List of officers de-

tailed to compose the court, also waiting members.

74. How is the accused allowed to prepare his defence?

(1) He can arrange for counsel or a commissioned officer who has the rights of counsel, to appear for him. (2) Have a person to assist him whether legal adviser or any other person. (3) Have free communication with his adviser and his witnesses.

75. On what must a Court Martial satisfy themselves?

(1) Its legal construction. (2) Jurisdiction.

76. What is meant by (1) legal construction, and (2) jurisdiction.

(1) That as far as they can ascertain they have been properly convened. (2) The court consists of not less than the legal minimum. (3) Each officer is eligible and not disqualified. (4) The president is of the required rank and duly appointed. (5) In case of general Court Martial the officers are of the required rank. (6) If there is a judge advocate he has been duly appointed and is not disqualified.

(2) (1) The charge appears to be laid against a person subject to military law and to the jurisdiction of the court. (2) Each charge disclose an offence against the act and is properly framed.

77. If the court is not satisfied in regard to the legal constitution and jurisdiction what must be done?

They must adjourn and report to the convening officer.

78. What are the duties of a president of a Court Martial?

He must see that the trial is properly conducted and justice administered and that the accused does not suffer from his ignorance. He

will administer the oath to the members of the court, he will procure any witnesses required who have not been summoned by the convening officer, he will put any questions to witnesses the court may ask, he will collect the votes of members on any questions to be decided by the court, if the votes are equal he will give the casting vote, he will initial any corrections of the proceedings, he is responsible for their accuracy and safe custody, he will sign the same and transmit them without delay as directed at the end of the trial.

79. When do Courts Martial usually sit?

Between 6 a.m. and 6 p.m., but usually between 10 a.m. and 4 p.m., or 11 a.m. and 5 p.m. They should not be required to sit more than six or at the most eight hours a day, but if the court thinks it necessary beyond 6 p.m. they may do so, but must enter their reasons on the proceedings. In case of great necessity the court can sit at any hour of the day or night, and on Sunday, Good Friday, and Christmas Day, if the convening officer certifies that military exigencies require it. Once the accused is arraigned the court should continue the trial from day to day.

80. When may the court adjourn and when must it adjourn?

They may adjourn when the number detailed is not present or to procure the attendance of a witness or to allow the accused further opportunity of preparing his defence, also to view any place, but must take the accused with them. They must adjourn in the absence of the president, or if below the legal minimum, or if the accused cannot attend, or is taken ill.

81. What is the prosecutor and what must he be?

He is an Officer of Justice, whose duty is to assist the court in determining the truth and not

to convict unfairly, he must be subject to military law.

82. What are the duties of a prosecutor?

He must act fairly towards the accused and bring out in evidence any facts which may tend in the accused's favour as well as those against him. It is the duty of the court to stop him if he refers to any irrelevant matter or uses any undue violence of language. He should inform the court immediately before the accused is arraigned if he has elected to be tried, he can make an opening address, he examines the witnesses for the prosecution and cross-examines those of the defence, he can address the court a second time for the purpose of summing up if the accused has not called witnesses for his defence, if he has he may reply to the accused's case for the defence. He should not except on active service except to prove a date or produce a document, if it is necessary for him to give evidence he must be sworn, and should be the first witness.

83. What oath do members of a Court Martial take?

- (1) That they will well and truly try the accused.
- (2) That they will administer justice.
- (3) Secrecy, in fact that of judge and jury.

84. If a person who is required to take an oath and objects stating it would not in his belief be binding, what can be done?

He may be permitted to make a solemn declaration which would have the same effect as an oath and he can be punished as though he had sworn falsely.

85. What is meant by a "special plea of jurisdiction of the court"?

That the court has no power to try him on any charge whatever, such as that the accused is not subject to military law, or not amenable to the



description of the court, he has to produce evidence in support of his plea, and the prosecutor can call evidence in reply, if the court allow it they will adjourn and report to the convening officer, if in doubt should refer to the convening officer for his advice, but if the delay is inconvenient they may record a special decision and proceed with the trial subject to their having jurisdiction.

86. What is meant by a "plea in lieu of trial" and when is it made by the accused?

It is made at the same time he pleads guilty or not guilty, the grounds for such plea being, (1) That he has been previously acquitted or convicted by a civil court or Court Martial, or dealt with summarily by his commanding officer for the same offence. (2) That the offence has been pardoned or condoned by competent authority. (3) That more than three years have elapsed since the offence was committed, or in any case of civil offence in respect to which proceeding must be commenced within a short time, that time has elapsed.

87. What is done by the court if they allow and not allow the plea?

Should they allow the plea they will record their finding and report to the convening officer, and if they overrule it they will go on with the trial.

88. What limit of time is there for trial of offences under the Army Act?

No person can be tried for an offence if three years have passed since its commission, and if the person has ceased to be subject to military law the trial must take place within three months of the date of his ceasing to be so subject. Desertion on active service and mutiny can be tried at any time. Desertion not on active service and fraudulent enlistment can also be tried unless the man has served continuously in an exempl-

any manner for three years since the commission of the offence.

89. How should a finding of a court be given?

Each member should record his opinion, commencing with the junior, a majority of the court decides, but if the votes are equal, the accused is given the benefit of the doubt and acquitted. If this acquittal relates to all the charges in a charge sheet the president dates and signs the proceedings and the accused is brought in, and the finding read to him in an open court and he is released at once.

90. When is the finding "not guilty and honourably acquit him of the same" recorded?

When the offence charged against the accused is disgraceful and such as to tarnish his reputation, and when the accused has come through the ordeal of the trial without the least stain on his character.

91. When may a "special finding" be recorded?

- (1) When they find the facts proven in evidence differ from the particulars of the charge and the difference is not so material as to have prejudiced the accused in his defence.
- (2) Under section 56 of the Army Act which allows a court to find the accused guilty of other cognate offences therein named.
- (3) When there are alternative charges and the court are in doubt as to which charge the facts proved amount to, they may refer to the confirming officer for an opinion or if impossible, may come to a finding of facts, and declare the accused guilty of whichever the facts in law constitute.

- (4) They may find the accused guilty, but insane at the time he committed the offence.

92. How must the accused be sentenced?

Each member must give his vote, though he may wish for an acquittal. The sentence must be determined by the majority of the court except in that of death, in which case at least two-thirds must be in favor of it, when the opinions of the members as to the nature of the punishment are suggested the most lenient named must be put to vote first, and unless the majority of the court are in favor of that the next most lenient and so on until some punishment has been determined by a majority, similar action is taken with the amount of punishment.

93. What should a Court Martial consider in determining their sentence?

The nature of offence, service and previous character of the accused, and they must bear in mind any aggravating circumstance or the prevalence of any particular crime in any garrison or corps, they will also have regard to the climate and locality where the accused will undergo his punishment, also consider the youth, or whether it was premeditated misconduct.

94. What rules must be observed in awarding sentences?

Terms of detention, not amounting to six calendar months in days, terms of one or two years in years, others terms will be awarded in calendar months or calendar months and days.

95. By whom must the finding of all Courts Martial be confirmed?

All findings except that of acquittal must be confirmed by the officer having power to confirm such proceedings, otherwise they have no effect.

96. Can a confirming officer send back a finding or sentence for revision, if so, what is the procedure?

Yes, he can send back for revision of finding or sentence or both, but only once. The court reassembles and, if possible, all the original members must be present, if the president is absent or the court is below its legal minimum there can be no revision and the court must adjourn and report to the confirming officer. The proceedings are conducted in closed court, and the court cannot take any fresh evidence; if the sentence only is sent back they cannot alter the finding, but if the finding is revised and the new finding requires a sentence the court must pass sentence afresh, and unless the court passes a fresh sentence the accused will have no sentence to undergo. The court can adhere to their former finding or sentence. The sentence cannot be increased, but, of course, can be reduced on revision.

97. What can a confirming officer do when confirming a Court Martial proceeding?

He can mitigate, remit or commute, or refuse to confirm, which last would annul the proceedings and the accused could be tried again, or he can refer to superior authority.

98. What is meant by mitigation, remission and commutation?

Mitigation means awarding a less amount of the same species of punishment. Remission means the whole or part of sentence. Commutation means changing one kind of punishment for another.

99. Can a member of a Court Martial confirm the proceedings?

No, except in the case of a field general Court Martial, and should he become the confirming officer he must refer to superior authority having power to confirm such courts.

100. When do sentences of Courts Martial begin to count from?

From the date that the original proceedings were signed by the president, whether the sentence is the original or revised sentence. If a prisoner is already under sentence of detention or imprisonment any fresh sentence will run concurrently with the unexpired term of his former sentence.

101. An offence triable by Court Martial is committed by a soldier, trace the steps therefrom to his arraignment for trial.

(1) The accused is taken into military custody and lodged in the detention room or guard-room cells. (2) The offence is investigated without delay by O. C. company, and afterwards by C. O. (3) Summary of evidence will be taken and the C. O. after considering it will, if he thinks fit, remand the accused for trial by Court Martial. (4) The C. O. either convenes a regimental Court Martial or applies for a district or general Court Martial (within 36 hours). (5) The accused is warned for trial at least 18 hours before a regimental, and 24 hours before all others. (6) On the morning of the day of trial the accused is medically examined as to his fitness to undergo trial or imprisonment. (7) The accused is brought before the court under escort. (8) The accused is allowed opportunity to challenge the members of the court.

102. What arrangement has been made in regard to dealing with the different military offences?

The principal adopted has been to group together offences of like nature, and to arrange the various groups in order of their relative gravity.

103. Name these groups in their order in the Army Act?

(1) Offences in respect to military service, section 4 to 11, (2) Desertion, fraudulent enlistment, absence without leave, section 12 to 15,

(3) Disgraceful conduct section 16 to 18. (4) Drunkenness, section 19, (5) Offences in relation to persons in custody, sections 20 to 22, (6) Offences in relation to property, sections 23 and 24, (7) Offences in relation to false documents and statements, sections 25 to 27, (8) Offences in relation to Courts Martial, sections 28 to 29, (9) Offences in relation to billeting, section 30, (10) Offences in relation to impressment of carriages section 31, (11) Offences in relation to enlistment, sections 32 to 34, (12) Miscellaneous military offences, sections 35 to 40, (13) Offences punishable by ordinary law, section 41.

104. Define forcing a sentry, mutiny, insubordination, disobeying a lawful command given personally by a superior in the execution of his office.

Forcing a Sentry.—Actual force is not necessary to constitute this offence, for instance, if a soldier on being warned not to pass his post by a sentry pushes past without touching him he would be guilty of having “forced the sentry.”

Mutiny is collective insubordination or the combination of two or more persons to resist lawful military authority.

Insubordination is individual resistance in military authority or disobedience in defiance of authority is insubordination.

Disobeying a Lawful Command.—It must be proved that the command is (1) Lawful, (2) That it was given personally by a superior, (3) That it was in the execution of his office, (4) That it was disobeyed defiantly. A lawful command is one which is not contrary to ordinary civil law, but justified by military law.

105. Define desertion, attempting to desert, fraudulent enlistment, absence without leave.

Desertion is absence without leave, with the intention of permanently quitting the service

or evading a particular military duty, such as going out in aid of civil power. Length of time, or whether dressed in plain clothes or not or whether he has surrendered or not; none of these facts of themselves constitute the offence, they should, however, be taken into account.

Attempting to desert is an act which is a prelude to desertion although no actual absence can be proven, as if a soldier was caught in climbing over a barrack wall.

Fraudulent enlistment is an offence, committed by a soldier of the regular army or embodied militia, without fulfilling the conditions which enable him to do so, enlists into any part of His Majesty's forces; it will be seen that a man must be a deserter from another regiment, but he is held to serve in the regiment in which he has enlisted, and is not as a rule also charged with desertion from his former regiment.

Absence without leave is considered to begin from the first roll call, or parade, or other duty at which the absentee did not appear, and ends as soon as he returns, or is apprehended. Involuntary absence, as, for example, detention in civil power, does not count as absence without leave.

106. Define scandalous conduct and conduct to the prejudice of good order and military discipline?

Scandalous conduct is only charged against an officer. The offence whether a military or social one must be of a nature to reflect discredit to the officer or his corps, and he must be cashiered: Conduct to the prejudice may be charged against any person subject to military law, but the offence must be of a character tending to infringe military discipline.

107. Define drunkenness on or off duty.

Drunkenness includes intoxication from opium or other drugs as well as liquor; if an officer is found guilty he is liable to be cashiered; if a soldier, detention, and either in addition to or in substitution for any other punishment a fine not exceeding \$10.00.

Drunkenness on duty means drunkenness on the line of march, from the place of departure to place of final destination, on duty, including parade, or after being warned for duty, or required for duty, or found unfit.

108. Define stealing, embezzling, fraudulent misapplication?

Stealing means the fraudulent taking of any movable property out of the possession of any person without that person's consent, and with the intention of permanently depriving that person of the property.

Embezzling under the Army Act is committed when one entrusted with the care or distribution of public or regimental money or property, and being thus in lawful possession of it, appropriates it to his own use, or of some person connected with him.

Fraudulent misapplication means when a person employed in the public service of His Majesty fraudulently converts any property or money over which he has control by virtue of such appointment, to any other service than the public service.

109. Define allowing a prisoner to escape?

If the act is wilful the maximum is penal servitude; if by neglect, detention; if an escort of an N. C. O. and private lose the prisoner the blame will rest on the N. C. O., unless it can be proven that the private allowed the prisoner to escape, or unless the N. C. O. can show good grounds for leaving the prisoner in care of the private.



110. Define losing by neglect or making away with articles of kit?

In the charge of "making away with" it must be stated whether they were sold or pawned, and in the absence of proof of such selling or pawning the charge must be for "losing by neglect." It must also be proved that the articles were actually issued to the soldier.

111. Define striking a soldier and unlawfully detaining his pay?

This offence can only be committed by an officer or an N. C. O., the word soldier includes an N. C. O., since a senior N. C. O. striking a junior would come under this section, the ill-treatment must be physical illtreatment. Pay can only be withheld in accordance with the provisions of Pay and Allowances and Financial Instructions for Canada.

112. What are the five offences which persons subject to military law cannot be tried for by Courts Martial (except Field General)?

Treason, murder, manslaughter, felony, rape.

113. When can these be tried by a field general Court Martial?

When committed in the United Kingdom and elsewhere in the King's dominion, except Gibraltar, or when committed on active service, or one hundred miles away, measured in a straight line from a competent civil court.

114. What punishment is an officer liable to?

Death by being shot or hanged, the former would be given for a purely military offence, the latter for a civil offence like murder.

Penal servitude for not less than three years' imprisonment with or without hard labor.

Officers before being sentenced to penal servitude or imprisonment are to be cashiered.

Dismissal from His Majesty's service. This differs from cashiering in as much as an officer

who is cashiered is disqualified from serving the crown again in any capacity, civil or military, whereas dismissal does not entail that disqualification.

Forfeiture of rank either in the army or his corps,—it is to be noted that officers cannot be reduced to a lower rank.

Reprimand or severe reprimand which may be given publicly or privately as the confirming authority may appoint.

115. What punishment are soldiers liable to?

Death, penal servitude for not less than three years, detention or imprisonment, with or without hard labour for not more than 2 years; summary punishment, only to be given on active service for drunkenness or disgraceful conduct, or an offence punishable with death, but is not to be inflicted upon an N. C. O. or a reduced N. C. O. for an offence committed before reduction; discharge with ignominy; reduction in the rank of an N. C. O., a sentence of reduction to or from an acting rank is inoperative; forfeitures; fines; stoppages; minor punishment; i.e., C. B., extra guards and picquets, etc.

118. What is meant by field imprisonment?

Field imprisonment No. 1 or field imprisonment No. 2 for any period not exceeding three months. If of the first kind the prisoner must be kept in fetters or handcuffs, and secured to prevent escape. He may be tied up in a fixed position for not more than two hours in each day, or three days out of four, or not more than twenty-one in all, care must be taken to leave no permanent mark or injury, he may be subject to hard labour as under an ordinary sentence of imprisonment of hard labour. If sentence be the second kind the same rules apply, except the prisoner cannot be tied up in a fixed position.

117. What is meant by forfeitures?

These include deferred pay, service toward pension or any military decoration or reward which includes good conduct, badges and pay. A soldier convicted of desertion or fraudulent enlistment or for an offence under section 17 Army Act, or section 18, or sentenced to penal servitude, or discharge with ignominy, forfeits all decorations (other than the Victoria Cross) without any award by the court. If a man is in possession of the Victoria Cross the case is to be reported to His Majesty to ascertain as to its forfeiture. Ordinary pay is forfeited by Royal Warrant, for absence without leave a soldier forfeits his pay for every day of such absence, a day is reckoned as six hours, either wholly in one or partly in one and partly in another, or where by his absence the soldier has missed a duty which has thereby been thrown on another person, for every day of confinement in hospital, guard-room, cells, or military prison. (1) On a charge of which he is afterwards convicted by a Court Martial or by a civil court, except when it has been ruled that no entry is to be made in his regimental conduct book. (2) On a charge of absence without leave for which he is awarded detention by the C. O. (3) In consequence of his having confessed to having been guilty of desertion or fraudulent enlistment, if the forfeiture during the period of such confinement has been ordered by competent military authority. (4) For every day on which he is in hospital on account of sickness, certified by a proper medical officer attending him at the hospital to have been caused by an offence under the Army Act.

## **OUTPOSTS**

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### **1. What are outposts?**

Forces detached to front and flanks of main body at the halt to prevent an army from being surprised, sometimes formed from advanced guards or rear guards (but not if they have been under fire during the day as fresh troops are required for this work).

### **2. What is an outpost for?**

Outposts are the eyes and ears of an army, their duties being observation and resistance and to guard the main body from all danger.

### **2. What are the duties of outposts?**

- (1) To secure the repose of troops in rear.
- (2) To protect the main body from surprise.
- (3) To get accurate intelligence of the enemy.
- (4) To prevent the enemy from obtaining information of our own forces.

### **4. How is outpost duty carried out?**

A portion of the outpost should be constantly in a state of watchfulness, the remainder being in readiness to afford support or offer resistance.

### **5. If a force advances describe when outposts are withdrawn?**

Not until the new advanced guard has passed through them and has secured the ground in front. Outpost to follow in rear of main body or to form the rear guard.

### **6. When are outposts to an army remaining halted to be posted and relieved?**

Daily, and relieved at daybreak or sundown.

### **7. Why at these hours?**

Because an enemy generally attacks at the break of day, having got into position to do so

during the night, or just at sundown to obtain some position and fortify it under cover of darkness, and it is better to have a large force at these hours, the relieving force remaining behind the supports until all ground in front is reconnoitred and reported clear.

8. How is the relief carried out?

- (1) Relieving force parades at a named position to receive orders.
- (2) Each outpost company marches to the company they are to relieve, and picquets detached and examining posts are sent out.
- (3) New picquet joins old one and both officers relieve the sentries going out together.
- (4) During relief the officer going off duty to communicate all information to officer relieving him.

9. If outposts are covering a position on which an army intends to give battle what must they do if attacked in force?

Fall back in good order as slowly as possible to give the main body time to get ready.

10. What must outposts on the selected ground do?

Hold their ground as long as possible.

11. What regulates the distance of outpost lines?

As a rule, outposts should be pushed forward so as to prevent the enemy's advance long enough to prevent all danger of the force being surprised, they should be within infantry range of all positions from which the enemy could bring artillery fire on the camp or ground on which the force intends to give battle.

12. In how many bodies are outposts divided?

- (1) Outpost mounted troops.
- (2) Outpost companies.
- (3) Reserves.

13. How are outpost companies divided?  
Picquets with sentries; supports; and may also furnish detached post and examining post.

14. What does strength of men employed on outpost duty vary with?

- (1) Nature of ground.
- (2) Character of enemy.
- (3) Whether enemy is near or far off.
- (4) Position of camp with regard to fighting position.
- (5) Whether to merely watch or oppose his advance.
- (6) The main body and a small force requires comparatively stronger outposts than a large one, it should seldom exceed one-sixth to one-seventh of whole force

15. What are the rules laid down as to strength required?

- (1) Outpost duty is very hard on men, therefore there must not be employed more than is necessary.
- (2) In enclosed country sufficient to patrol roads and watch ground.
- (3) Resistance they offer must be enough to give main body time to prepare for defence.

16. Give the approximate distances between parts of outposts?

Sentries, 100 yds. to 400 yds. in front of picquet.

Picquets, 400 yds. to 800 yds. in front of supports.

Supports, 400 yds. to 800 yds. in front of reserves.

Reserves, 1 to 2 miles in front of main body.

These distances cannot always be obtained in the field.

17. Of what are outposts generally composed?

Cavalry, artillery and infantry, cavalry can

never perform these duties alone, unless enemy is well to the front, infantry want cavalry for patrolling.

18. Upon whose hands does the chief work fall in enclosed country by night?

Infantry.

19. What considerations determine the strength of mounted men?

1. By day if there are mounted men in front (protective cavalry) and the enemy is within reconnoitring distance, there should be enough men to keep touch with him.
2. If there be protective cavalry there should still be mounted patrols who should keep in communication with the cavalry.
3. By night, when most of mounted troops are withdrawn, standing patrols may be left out on certain roads.
4. Mounted orderlies will usually be attached to the infantry outposts.

20. When would artillery be employed?

1. When a defile or important approach is to be defended.
2. When the front line is on the selected battle ground.
3. In all other cases it is kept with the reserve.

21. Where does an army always halt and camp?

Near water, which is nearly always below the level of surrounding country, and on ground not selected for battle.

22. Into what two lines are outposts divided?

- (1) Line of observation, (2) Lines of defence.

23. What should outpost line prevent enemy doing?

Bringing his artillery within effective fire of main body without being seen.

24. Under conditions should outpost's positions be?

1. Strong in defence.
2. Difficult in surprise.
3. Retirement from it should be easy.
4. Ground should be included from which a wide extent of country could be seen.

25. How could you get a defensive position with a good view of ground?

Place your outpost lines along a well-defined ridge of ground, or the edge of wood, rest your flanks on some natural obstacle such as a river, marsh, or if such do not exist with a small force double back your flanks with a larger one, watch your flanks by troops especially detached.

26. What should your main object be on the field as regards choosing a position?

1. To select a line as soon as possible that would serve your immediate purpose.
2. Improve it as time allows.
3. Watch all approaches by which an enemy could advance.
4. Open up communication between positions of your outpost by signalling, cyclist, or mounted orderlies.

27. What should be allowed to all officers on outpost duty, and what should they consider?

The greatest latitude. They should consider (1) Object to be gained by the outpost. (2) How it can be best gained.

28. (1) What should an officer be careful to do when going on outpost. (2) What should they have. (3) What should they do with orders, and what should be done on arrival on ground?



1. Note favourable positions for disputing ground in case of retreat.
2. Field glasses, watch, magnet, compass, map of ground, note book, appliances for making sketches.
3. Keep all written orders, write down all verbal ones and get the person giving it to sign it, hand over all orders with notes of any information obtained to officers relieving them.

29. How should reports be written, and what are to be used in description?

Legible names of places and persons in Roman letters as SMITH, FREDERICTON, points of compass only being used except in regard to rivers, which is always spoken of as right or left bank looking down stream.

30. How will your enemy nearly always come at night and what should you do in preparation?

By roads and tracks, therefore occupy at night all roads, tracks, bridges, high ground, push patrols well to the front along all roads and tracks and to each side between points occupied by line of observation.

31. When would you carry out alterations for night work of outpost and why?

Arrange during the day, but carry out during dusk, the enemy then will not see your position for night.

32. What should all Sentries and Picquets do at night, why?

Keep their post as long as possible, if they stand firm the enemy will think that the number is much larger and delay will be caused in the attack, the fire must be under control and must be delivered by word of command.

33. When will outpost picquets get under arms?

One hour before sunrise, and officers commanding as soon as it is light will take up the day position if the patrols report all quiet in front.

34. What should be done if a force halts more than a few hours, why?

Make free communication between the different portions of the outposts by passages through walls, cut down bridges, fill up ditches, etc., also place unexpected obstacles a short distance in front, and narrow the front of the enemy's attack by blocking roads, bridges, etc., strengthen if you are in camp for any length of time; these are only to be done by order of commanding officer of outpost.

35. How is information of the enemy obtained?

1. Traces left by enemy.
2. By questioning inhabitants, prisoners, deserters, etc.
3. Personal observation, (i.e.), clouds of dust, if thick and low means infantry, if thick and high, cavalry, if broken, artillery. Camp fires tell position of enemy and strength, whether ground is occupied or not, an unusual number of fires may mean enemy means to retreat and is using this as a ruse. Tracks, noise, smoke also tell the presence of troops in inhabited places, and what they most likely consist of, as also do articles of equipment, such as buttons, papers, dead horses; these in pursuit enables one to tell the nature of retreat and condition of the enemy.

36. What does the general officer commanding indicate to the outpost commander?

Having determined when the troops are to halt he either chooses the outpost line himself, or delegates the selection to another, stating

whether supports or reserves are required or only a picquet line.

37. In sub-dividing the outpost line into sections, how many miles of front will be allowed to cavalry and infantry sections?

Three miles to cavalry in open ground, and about one and a half miles for infantry

39. Name the information that should be furnished by a G. O. C. to an officer commanding outposts?

1. What is known of enemy?
2. What is known of the protective cavalry and neighbouring bodies of our own troops.
3. Situation of Camp.
4. Ground to be occupied in case of attack?
5. General Position to be occupied by outposts.
6. Direction of retreat.
7. How much resistance to be offered.
8. Strength and composition of outposts.
9. Hour at which to be relieved.

40. What special orders should officer commanding outposts issue to the officer selected to command sections?

1. Information about enemy.
2. Situation of camp.
3. Ground to be occupied by main body in case of an attack.
4. Approximate lines to be occupied by day and night, allotment to regiments of their frontage, if roads, villages, form a dividing line, state by which portion to be defended.
5. Disposition of outpost mounted troops.
6. Disposition in case of attack.
7. Measures for securing flanks, roads and localities, and communication.

8. Special arrangements by night.
9. Smoking and whether picquets can light fires.
10. Position of examining posts.
11. Arrangements for signals.
12. At what hour outposts will be relieved.
13. His own position.

41. What will C. O. of sections decide when moving forward to their position?

Decide the approximate number to be employed consisting of companies,  $\frac{1}{2}$  companies and sections for picquets and reserves, but always complete units.

42. What is the extent of frontage for a sentry line of one company or picquet when observation alone is required?

In ordinary country 500 to 1,000 yards.

43. By whom should picquets be commanded?

By an officer, they should be as small as possible, as they are less fatiguing; however, this depends on the number of officers available.

44. What are the duties of O. C. an outpost section?

To issue instructions as follows, after telling all he knows from the O. C. outposts:—

1. The ground to be taken up, the flanks where the line of sentries are to rest.
2. Approximate number of sentries.
3. Approximate position of Picquets.
4. Position of examining posts.
5. Patrols.
6. Amount of resistance to be offered by the picquets.
7. Line of retreat.
8. Defensive works, opening communication.
9. Detail mounted men under him.
10. Where he himself will be.

45. What are the duties of outpost company commanders?

1. Examining all ground over which the company advances, noting all favourable ground for making a stand if he has to retreat.
  2. Select a good defensive position and strength it.
  3. Decide how to post his men if attacked.
  4. Examine country in front and try to find out from what direction to expect an attack.
  5. Communicate with companies on each side by patrols.
  6. Give instructions to O. C. picquets and detached post, and decide position of supports which he himself will command.
  7. Visit picquets and detached posts at uncertain hours.
  8. Send in report and rough sketch to O. C. section.
46. What are the duties of O. C. picquet?
1. Before marching off he should inspect arms, ammunition, see that men have their rations, explain to them the general instructions he has received, the nature of the country, and see that all know the countersign and number of picquet.
  2. Having received his instructions and understanding them, he marches his party, covered by a screen of scouts, to about the place that has been decided for his picquet.
  3. On the way he tries to remember the features of the ground for a good resistance if driven in, on reaching the ground he halts his picquet and sends out a reconnoitring patrol or line of skirmishers in the direction of enemy, while he posts his sentries under their cover.
  4. Decides whether to post double or group sentries.

5. Sends a file to establish communication with the posts on both flanks.
  6. Calls in advanced patrols or screen of skirmishers when sentries are posted.
  7. Fixes position of picquet with single sentry over arms to take signals, etc.
  8. Details three reliefs for sentries, patrols, keeping two or three yards interval between them so as to avoid disturbing those asleep who are not at the moment required.
  9. Considers the disposition for the night.
  10. Take measures of strengthening his post.
  11. Sends in rough sketch to O. C. company.
47. When should reliefs be changed?  
Every two hours, in rough weather every hour.
48. What should O. C. picquets be careful to avoid, why?

Useless collisions with the enemy because—

1. They serve to no good end.
2. Give rise to reprisals.
3. Tend to be a general annoyance to all, even the main body.

49. What precautions should be taken to prevent surprise?

Men should never lay aside their accoutrements, but at night men must sleep with their rifles by their side, mounted men should not off saddle, but slacken girths and feed in turn.

50. How will sentries recognize patrols belonging to their picquets?

They will have private signals.

51. How are sentries posted?

In pairs from the picquet direct or in groups of 3 to 6 men under an N. C. O. or oldest soldier. In open country by day when the latter method is adopted one man is posted, while the remainder lie down close at hand.

52. What advantage has the group system?

1. Gives confidence to the men as there is less chance of sentries being rushed.
2. Men are available to carry messages to the picquet, to take charge of persons halted, and communicate with groups on the flanks.
3. Reliefs close at hand save fatigue.

53. What should a position of double sentries or groups fulfill?

1. It should enable sentries to see the ground in front and to the flanks.
2. It should give them concealment from enemy's view.

54. What are the duties of sentries?

1. They should be concealed from enemy's view, they should place themselves so as to gain a clear view in front.
2. They should know the position of the sentries to their right and left.
3. They should never lie down without distinct orders except to fire.
4. They should not fix bayonets, as glitter attracts attention, except in a position where they might be rushed.
5. When they fall back on the picquet they should clear the front, and not fall back until the attack becomes serious. To see and listen without being seen or heard, and to remain motionless, except for better observation. Allow no stranger to approach his post. He will order any stranger who presents himself to halt and warn him not to move, and detain him until picquet commander arrives; any person who disobeys, to be fired on.

55. What should a sentry clearly understand?

1. The direction of the enemy and his probable line of advance.

2. The extent of front and special points he has to watch.
  3. The situation of sentries to his right and left.
  4. The situation of his picquet and best way to it.
  5. The situation of any detached post.
  6. Names of villages, rivers in view, and the places to which roads and railways lead.
  7. Private signal of his picquet.
  7. That all persons approaching his post by night from any direction are to be challenged by "Halt," "Hands Up." If the reply is "Friend," the sentry gives the order "advance one and give the countersign." Persons not complying with above are to be shot.
56. What are the points that should be borne in mind by officer commanding picquet?
1. Be prepared for attack night and day and make plans to meet it.
  2. Strengthen post and make necessary sanitary arrangements.
  3. Read orders to picquet and make sure that each man knows the direction of enemy, the line of retreat, the position of next picquet, what he is to do by day or night and whether there is any cavalry in front.
  4. Allow no straying in front and no noise.
  5. Send rough sketch of post and ground to O. C. outpost company.
  6. Report at once any prisoners being taken.
  7. Allow no one to remain in the vicinity of picquet or sentries.
  8. Cause ranges to be taken and made known to the men.
  9. Arrange for rifles being laid at night so that they will sweep approaches effectively.



10. If the officer commanding picquet accompanies a patrol he should inform the next in command of his intended absence and the probable time of his return.
11. Send under escort to the nearest examining post any person wishing to pass the outposts.

57. What fixes the position of sentries in foggy weather and at night?

The position of picquet, they should be placed on roads or tracks.

58. What are detached posts?

They usually consist of from 6 to 12 men under an N. C. O. placed in front or van of the extreme flank of outpost position to watch some particular road or place by which the flank from its not resting on a natural obstacle could be turned, or they might be posted in advance of the sentries to watch some spot when the enemy might collect preparatory to an attack, they could also be used to maintain communication between picquets far apart.

59. What are the disadvantages attached to these posts?

They are liable to be cut off and should only be employed when necessary.

60. What are examining posts?

A party of men under an N. C. O. or officer speaking the language of the country. They are established between two sentry posts as a rule, on a main road or at the junctions of roads.

61. What are the duties of an officer or N. C. O. in command of examining post?

1. To examine every individual wishing to pass inwards or outwards and give the necessary permission or refuse it according to instructions.

2. To allow no one to speak to persons presenting themselves at the examining post.
3. To have prisoners and deserters forwarded on to the officer commanding outpost company and in turn forward them to officer commanding outposts.

62. What should be done on approach of flags of truce.

One sentry or more will advance to halt at such distance as to prevent any of the party overlooking the post. He will detain the flag of truce until instructions are received from O. C. outpost company.

63. If permission is given to pass the outposts what is done?

The individual bearing the flag of truce must first be blindfolded and then led under escort to the O. C. outposts. No conversation, except by his permission, is to be allowed on any subject with the person bearing the flag of truce.

64. If the flag of truce is the bearer of a letter or parcel what is done?

The officer commanding outpost company will receive it and forward it at once to headquarters, giving a receipt for it, the party delivering it will be required to depart at once, no one being allowed any conversation with them.

65. What are the general rules as to the conduct of the patrols?

1. Patrols are not intended to fight but discover the approach of the enemy.
2. Vigilance and silence to see and not be seen, and once getting in touch to keep in touch.
3. To keep their arms from rattling, or not allow anything about them to glitter.
4. When in touch with the enemy, or if anything suspicious is observed, the

leader will send a man back as soon as he has got all the information he can.

5. Patrols receive instructions from officer commanding picquet and will report on their return, before being dismissed.
6. Patrols going out tell the nearest sentry of the direction to be taken and report anything of importance it has seen.
7. All woods and broken ground near the outposts where troops could collect without being observed, or scouts, or spies, find concealment should be visited by patrols.
8. It is not necessary that one patrol should have returned before the next is sent out.
9. In the event of a patrol not returning when expected another should be sent.  
If a force halts for more than a day the hours at which patrols go out should be changed daily.

66. What are reconnoitring patrols?

They are two to eight men and are sent to reconnoitre the enemy's position, and not fight. They should move along the road in the direction of the enemy's infantry about one mile, but should not be sent at such regular order or time that will let the enemy know they are coming, if the enemy is discovered the patrols watch them, if a very small patrol is met they should be driven back.

67. What troops should be employed at reconnoitring if possible, why?

Mounted troops, because they can go so much further than infantry without the fear of being cut off.

68. What distance should mounted patrols go out to during the day or at night?

Four miles, and as far as ten miles at daylight to make sure that none of the enemy are

within that distance, their business is to watch without fighting.

**69. What are visiting patrols?**

One non-commissioned officer and man whose duties are:—

1. Visiting the sentries at uncertain times to see that they are alert and whether they have anything to report.
2. Keep up communication with parties in advance and to the flanks.
3. Examine hollows or places which might hide small parties of the enemy.

**70. What should always be remembered by visiting patrols?**

1. Never go in front of sentries.
2. Always keep out of sight of enemy.
3. Sometimes go from left to right, at others from right to left.
4. As sentries are not supposed to challenge by day, it would be as well to have some private signal which all should know.

**71. What do the supports consist of, and what are their duties?**

The remainder of outpost companies which furnish the picquet, supports must keep up communication with their picquets and with supports on either side and with the reserve, if necessary they should support their own flanks with detached posts, in very close country they should have a communicating sentry between supports and picquets, a sentry should be posted on each support, it should (as depends on circumstances) if an attack is made:—

1. Move forward to help picquets.
2. Hold the ground till reinforced by the reserve.
3. Wait for picquets and retire with them on the reserves.

72. What position does the reserves bear to troops detailed for outpost duty?

It is their main body and a general support to them.

73. When will a special reserve be detailed?

Only when the outpost force is large or when the outpost holds position selected by the main body in case of attack.

74. What does the strength of a special reserve vary with?

1. The distance of the outposts from main body.
2. Nature of ground.
3. Vicinity of enemy.

75. How should it always be formed?

By a complete unit, with mounted troops and guns attached.

76. How would you divide the reserves if outpost position were long?

Into two or more parts.

77. If there is chance of an attack on outposts at dawn or evening what should be done?

The reserves should move close up to the supports until the patrols have reported that there is no danger.

78. Where should a reserve always bivouac?

Out of sight of the enemy.

79. If a picquet or support is allowed a fire where should it be?

Out of sight as far as possible.

81. Why should you place an alarm post in rear of your fire?

1. Because position of support will not be seen when drawn up.
2. The enemy will expose himself when he passes the fire.

81. Should a senior officer visit picquet, support, reserve, what should be done?

No notice taken unless he addresses them.

82. What is a cossack post?

It consists of three to six men (mounted troops) under an N. C. O. equivalent to a sentry group, the vedette, (sentry) as a rule, dismounts, the reliefs of a vedette always dismount and remain as close as possible to him.

83. What should an officer in charge of a cavalry detached post see to?

1. By night the vedette should be doubled.
2. Cossack posts never off saddle, nor must not unbridle.
3. Cossack posts are relieved every 6, 12 or 24 hours, according to weather, shelter and water.
4. Feeding and watering is to be carried out by one-third of a picquet at a time, horses being fed are to be taken away from the others.
5. Horses of a picquet are never to be unsaddled or unbridled at night, during the day girths should be loosened and saddles shifted one-third at a time.

84. What are standing patrols?

They are formed by a cossack post or by 2 to 8 men under an N. C. O. sent in advance on the principal approaches and remaining for several hours at a time.

85. Why are they useful and when?

At night, because they spare the horses as they have a fixed position, and are not constantly on the move.

86. When does the firing line take the place of outposts?

If the enemy is close at hand and battle imminent; or if the battle cease at nightfall to be

renewed next day, the whole of the troops must be in readiness for action, there may not be room for outposts and the troops will have to bivouac in their battle positions protected by patrols and sentries, the firing line then taking the place of outposts.

87. What should be done if no orders are issued by superior authority for protection?

The commanders of advanced battalions and companies must take the responsibility of securing themselves from surprise, and all circumstances forbid of keeping touch of the enemy by means of patrols.

88. How would you tell off a picquet in accordance with combined training furnished by a section?

1. One group three to six men.
2. Sentry over picquet, three men.
3. Reconnoitring patrol, six men.
4. Visiting patrol, three men.

89. Name some of the things to be noted by officers on outpost duty?

They should study the general habits of and customs of enemy with reference to their outpost sentries, etc.

90. How can you obtain useful information by troops in motion?

By day the glittering of the sun-upon troops in motion indicates the direction of march, if the rays are perpendicular they are moving directly, if standing from left to right downwards they are moving towards your right, *vice versa*. If the rays are intermittent and varied they are moving away from you.

91. How does the sun affect seeing objects?

When facing the sun objects seem nearer than when you have your back to it.

92. What are outposts likened to?

The hand with the fingers well open describes the outpost system. The enemy attacks and drives in the finger tips (sentries and picquets), the fist, (supports, reserves and main body) becomes clinched and ready to strike, as there would be no use in striking with an open hand. a combined action of the hand (outpost) would offer the greatest resistance.

93. What maxim should always be remembered by officers on outpost?

That it is pardonable to be defeated, but not to be surprised.

94. Name some disasters by outpost being surprised.

1. Frederick the Great at Hopenkirch.
2. The Light division at Alemquer.
3. Marmont's Corps at Laon.
4. Chateau de Chambord, occupied by 3,300 French and captured by a single company of Prussians.



## ADVANCED AND REAR GUARDS.

1. What will troops have when moving through an enemy's country?

An advanced rear and flank guard.

2. Name the duties of an advanced guard.

(1) Look for enemy.

(2) Guard against surprise.

(3) When the enemy is met keep him back and prevent march of our troops being interrupted.

(4) To obtain information of enemy's movements.

(5) To prevent the enemy obtaining information of your own force movements.

3. Into how many forces is an advanced guard divided, name them.

Two—vanguard and main guard.

4. What is the duty of the vanguard?

Looking for the enemy, which is done by cavalry.

5. How do the cavalry perform this work of looking for the enemy?

By aptrols which are pushed far enough in front and to the flanks to see that there are no enemy within striking distance of the line of march.

6. What are the duties of cavalry patrols?

(1) Ensure that the vicinity is clear of enemy.

(2) Ascertain where the enemy is and report same.

7. What should these reports contain?

Facts actually observed and ascertained. Hearsay evidence must be noted as such.

8. What should be noted when the enemy's movements are reported?

- (1) Composition of his force and strength.
- (2) Direction he is moving.
- (3) Time and place where he was observed.

9. What is the difference between special work of the van and main guard?

Vanguard reconnoitres, main guard fights and should march in the best way to come into action.

10. What should always be done when the enemy are supposed to be in striking distance?

Be ready to meet an attack when passing through a defile or any localities which favour the enemy.

11. What is the duty of an advanced guard when enemy is not in superior force?

Drive him back so that the advance of main force will not be checked?

12. What would your actions depend on if enemy is met with in superior force?

- (1) Whether commander intends to move up in support of main guard.
- (2) Whether he decides to fight in some position in rear.

13. What regulates an advanced guard movement?

The advanced guard movements must be regulated by that of the force, its advanced guards should never undertake enterprise on its own account.

14. What should be the strength of the advanced guard?

The larger the force the larger the advanced guard. They should generally be one-eighth to one-quarter of the whole force.

15. On what does the proportion of each arm in an advanced guard depend?

(1) Nature of work.

(2) Character of country.

16. What should you have in close country and what in open country?

In close country the bulk of advanced guard should be infantry with a few cavalry, in open country more cavalry would be useful.

17. Could mounted infantry be used in advanced guards? How?

Yes, they are useful in moving rapidly to seize or hold bridges, defiles, etc., when it would be necessary to forestall the enemy, and to support the cavalry by holding points when cavalry may fall back, and otherwise helping to cover its retreat.

18. On what does the distance between the main guard and vanguard depend?

The strength of the whole force, to enable the main guard to assist the vanguard in its work, therefore, if advanced guard is small, the main guard would be nearer.

19. What should be the distance between the advanced guard and the force it is covering?

No fixed distance can be laid down, but a rough rule is that it should be in advance the same distance that it takes the force its covering to march its length in column of route; it should also be far enough ahead to secure the main body from effective artillery fire.

20. How are the different forces connected?

By connecting links, signallers or cyclists.

21. What should a commander of an advanced guard receive instructions on?

(1) Clear instructions about engaging the enemy.

(2) What is known about enemy.

(3) Strength and composition of advanced guard.

(4) General intention of his superior.

22. What must a commander of an advanced guard try and avoid?

Becoming engaged against orders, or the plans of his superior might be disarranged.

23. When a commander of an advanced guard finds the enemy in position, how will he act?

Endeavor by every means to make him show his strength and if he thinks he can force him from his position without assistance of main body, do so with all vigour.

24. What is the usual formation of a battalion advanced guard on a road?

Usually a quarter to an eight, one or two companies if it's only one company it is divided into two parts, leading part called the vanguard, which sends out a number of files to the front and flanks.

25. What are the duties of these files?

(1) To look out for the enemy.

(2) To give notice of enemy's presence.

26. How far should advanced parties be from these files?

As a rule not under 200 yards.

27. How does the remainder of the company form?

At a distance of about 300 to 400 yards, sending out connecting files towards the advanced party and also main body.

28. How will all advanced guards move on the march?

At attention.

29. How would you divide the advanced guard of a battalion if it consisted of more than one company?

The same way, the companies being equally divided.

30. What must advanced guards do in regard to examining buildings?

The leading and detached files must examine all houses and enclosures to assure no enemy are concealed in them; if large buildings are come across a special party may be detached for this purpose.

31. What precautions should be taken by an advanced guard before entering a defile?

The head must never enter it without previously occupying the heights on either side by flanking parties.

32. Describe how an advanced guard acts on entering a village.

With great caution; if feeling for an enemy, never enter until it is reported not occupied by the enemy; advanced party must halt at a considerable distance from the village, while the point should approach and move through, flanking parties from the advanced parties are at the same time sent around to the rear; while this is done a small portion of the advanced party on the road may then move on it single file, followed by the rest of the advanced guards.

33. What should an advanced guard do in regard to any ground within reach which might hide the enemy?

All woods, ravines, must be carefully examined before the advanced guard moves past it.

34. What should be done on coming to a hill?

As in the case of defile, the files must first move around the base, then a man will creep up to the top and see without being seen.

35. How would a small advanced guard be formed in an open country?

Similar to that on the road, flanking files always being out level with the leading files.

36. How will an advanced guard form on a plain?

A line of skirmishers with a support.

37. How will they form for this order?

The leading files halt and lie down, the flanking files coming up level with them at a distance of about 150 yards, about half the advanced party comes up and extends between them, the rest following in support.

38. What should always be carried by an advanced guard?

Axes and entrenching tools.

39. What are the duties of a rear guard?

To retard the enemy, thus enabling the main body to get away or to form for another battle.

40. What should a defeated force be relieved from as soon as possible?

From the pressure of close pursuit, which is done by detaching a portion of the force to the front while the rest continue to retreat.

41. When the enemy are not close what does the disposition of rear guard resemble?

An advanced guard reversed.

42. How would a rear guard gain time for remainder of force to retreat?

By compelling enemy to halt and deploy for an attack, this takes time which is needed.

43. How is this done?

By taking up a succession of defensive positions which cover the line of retreat, and as soon as the enemy's dispositions are complete moving off to the next favourable ground where the same thing is repeated, thus offering battle but never accepting it.

44. What are the positions a rear guard should try and take up?

- (1) Cover the line of retreat.
- (2) Should be able to open fire and compel the enemy to deploy.
- (3) Several roads leading back.

- (4) Position should be naturally protected on the flanks and not liable to be easily turned.

45. Should counter attacks be made?

No.

46. What should a rear guard commander always remember?

1. If he retires too soon he only partly carries out his work.
2. If he holds on too long he may endanger his retreat and be driven back in disorder.

47. What is the chief danger of a rear guard?  
Being cut off from its main force.

48. How should this danger be guarded against?

By keeping scouts nearest the enemy on as wide a front as possible, strengthening the flanks and keeping communication throughout every portion of vanguard.

49. How should a rear guard withdraw from a position?

A part of the force at a time, the part that moves off first occupies the next favorable position to cover the retreat of remainder.

50. When retreating what should be done beforehand?

A reliable officer should be sent to the rear to note favourable positions for defence on the line of retreat.

51. If a column while retiring from a defile is hard pressed what should be done to cover the final withdrawal of rear guard?

A detachment should be left at the entrance to protect it while passing through and afterwards to assist in holding the position as long as they can.

52. What instructions should be given a rear guard commander?

Clear instructions as to breaking down bridges, burning villages, destroying property, owing to the fact that your commander may want to cross again.

53. What difference is there between the duties of an advanced guard and those of a rear guard?

The former reconnoitres and fights in order to hold its ground until the main body it is covering is ready to fight, the latter delays the enemy and thus enables the force it is covering to fall back.

54. Of what should the rear guard be composed?

Of the freshest troops in the force.

55. How is a rear guard to be withdrawn through a mountain defile?

As quickly as possible or the enemy would try to issue from it with the defenders.

56. What are the points that a rear guard commander should remember?

The proper time to retreat; if he retires too soon he is only partly carrying out his work, if he delays too long a portion of the enemy may turn his flank and cut him off; that after retiring from one position he should take an other far enough away to make the enemy reform column of route before advancing against it; make arrangements for a system of signaling between all parts of the rear guard; defiles should not be entered until the whole of main body has passed through, until this has been done the enemy must be checked, narrow roads can be blocked by yocking several wagons together; boats should be removed to the further side of the river, no bridges or railways, tele



graphs or villages burnt without clear instructions, woods, scrubs and grass to be set on fire so as to conceal the movements of rear guard and impede the enemy's advance. To do everything possible to delay the enemy at the same time watching out for the enemy cutting him off.

57. What is meant by flank guards?

Detached parties of infantry or cavalry patrolling to a wide extent to the flanks of the column.

58. Where are these parties taken from?

In the case of small forces, from advanced or vanguards, for large bodies these would be separate bodies called flank guards under a separate commander.

59. How would a flank guard move?

They follow the same rules of ordinary advanced or rear guards, according to the nature of country and distance they have to cover.

60. When would an advanced guard commander have to keep out a special flank guard?

When a road is in striking distance running parallel to his advance.

61. When a flank movement is to be made for tactical reasons without previous notice, what is to be done?

The advanced or rear guard will at once assume the position of flank guard and another advanced or rear guard detailed.

## FIELD SKETCHES AND ORDERS

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1. What should all sketches have on them?

A scale, north and magnetic north point and a representative fraction.

2. What is a scale?

The proportion a certain distance on paper bears to the ground it represents.

3. What is a representative fraction?

A fraction the numerator of which is a unity whereas the denominator shows the number of feet, inches, etc., which the numerator represents on paper.

4. Give an example of a representative fraction.

You see on a map R F  $\frac{1}{63360}$  which means that one mile or one yard, or one foot or one inch of the map represents 63,360 miles, yards, feet, or inches, as the case may be, of the country. this is however cumbersome, so you speak of it thus

1 inch on the paper = 63360 inches.

1 " " " " = 5280 feet.

1 " " " " = 1760 yards.

1 " " " " = mile.

You can see therefore that the R F  $\frac{1}{63360}$  = scale of 1 inch on the map to 1 mile of the country.

5. What is the use of a representative fraction?

It enables the scale of any map to be known provided the R F is shown.

6. Give an example of this.

A foreign map may fall in your hands which reads  $\frac{1}{200000}$  this means that 200,000 units of the ground is represented by 1 unit of the same

kind on the map, so a scale can be easily constructed from this information.

7. How can you find the distance from any object?

Close your hand and hold it up at arms length, with thumb lined on object, close one eye and cover the object to be measured, still holding the thumb and arm steady, close the other eye, your thumb will appear to have travelled laterally from the object, judge the distance laterally between your thumb and the object and multiply it by ten, if this has been done correctly you will have the distance fairly accurately.

8. What should you first do in making use of a map on the ground?

Study it thoroughly, noting its scale the distance between contours, whether the country is hilly or flat, observe the direction of the true north and magnetic variation, the positions of streams, rivers, or lakes, a map is generally published with a true north point on it, the sides of most maps pointing approximately true north.

9. What are the methods of finding your way on maps?

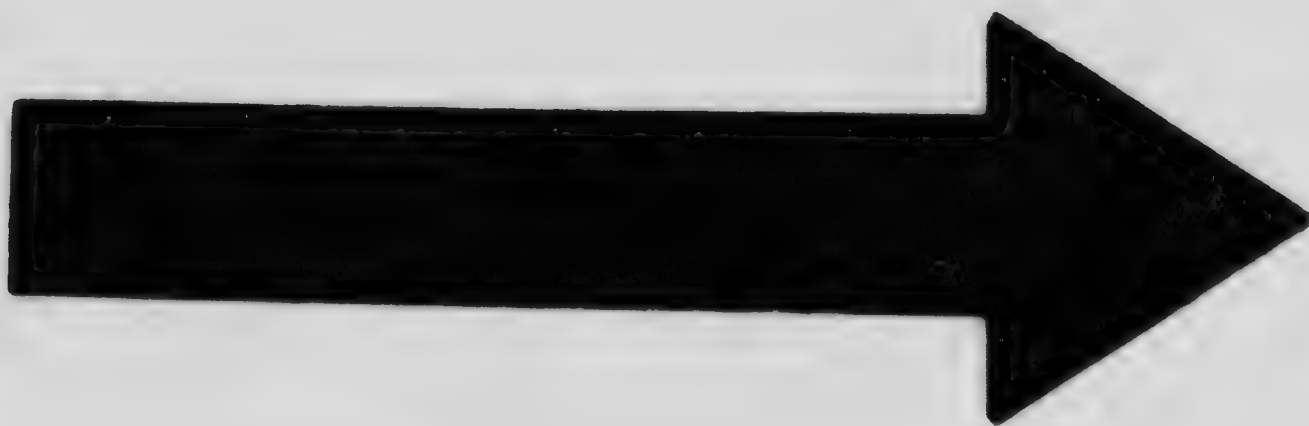
There are three ways (1) with maps and compass, (2) with map and watch, (3) with map alone.

10. What are contours?

On all military maps hills are represented by contours, and these are imaginary lines (red) running round a hill and the whole way around they are exactly the same level, the heights of hills are also shown by contours.

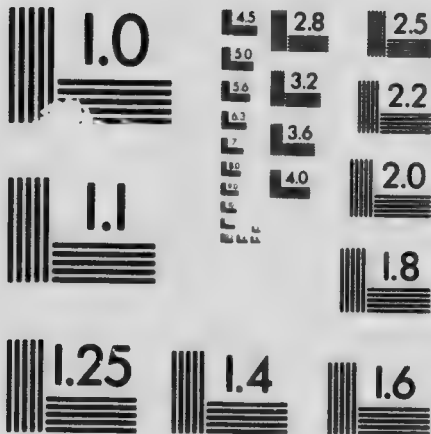
11. If contours are not marked how would you find the distance between them, what is the distance called?

The rule to follow now is as follows: Vertical interval in feet = 50. Number of inches to a



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mile thus: the vertical interval for a map of 2 inches to 1 mile is  $\frac{1}{2}^{\circ}$  or 25 feet. This rule may be departed from in large scale maps, i.e., more than 2 inches to 1 mile, and common sense should be used to make it convenient.

12. For what else are contours useful?

They indicate the slope of the ground whether they are gentle or steep, the nearer together contours are on the map the steeper the slope and vice versa, and also the visibility of points on the map are determined by contours.

13. What should be remembered in explaining a contoured map?

That contours a quarter of an inch apart represent, in the normal system, a slope of 1 in 12, and that it is difficult for any formed bodies of troops to manoeuvre on anything steeper than this.

14. How would you find your way with a map and compass by day?

You are ordered to take a message to some town, place your map on the ground and put your compass with its centre over the place where you are to be sent, shift the map about under the compass until the lines showing the magnetic north are exactly parallel with the compass needle, take care that the north end of the needle points exactly toward the north letter on the compass, you see the town you are ordered to go to and taking a piece of stick and placing it across the centre of the compass you find the direction to be 80 degrees east of north, then lying on your stomach take some land mark in that direction such as a hill, church, etc. If you are compelled to make a detour find your present position on the map, judge the distance you have come and the compass bearing of your route and repeat the process as above.

15. How would you find your way with a map and compass by night?

If the stars are visible do as in last question, if not, raise a stick up from the compass, keeping it in the same general direction until it points at some star and then walk in that direction for about an hour, at the end of an hour place your map on the ground and identify your position and take up a fresh line in the heavens.

16. How would you find your way with a map and watch?

Knowing the position of the sun at the different hours of the day and at different seasons, you would know say at 3 o'clock that the shadow of the sun was about N. E., this would enable you to find the true north, and placing the map with the top towards that point you could, by laying a stick over the place you were standing find the direction you should take.

17. How would you find your way with map only?

Take any possible point, say a village, turn your map around until the village on the ground is on a prolongation of an imaginary line drawn from the position you are on on the map, through the villages shown on the map, this is called setting the map, and the north point can be fixed by reference to the north point on the map, after which you would proceed as with map and compass, after having found the north point.

18. How would you find true North and South with your watch?

Place the watch face upwards with the hour hand to the sun (so that it is directly over its own shadow), but in all places south of the tropics point XII. to the sun, the bisection of the angle between the hour hand and XII. will be the direction of the true north and south line.

1. How are orders classified?

- (1) Standing orders.
- (2) Operation orders.
- (3) Routine orders.

Each class of orders should be framed as a separate document and filed separately on receipt.

2. What should order state?

By whom it is issued and its nature. Army standing orders by G. O. C. in the field, orders of the day by G. O. C. 2nd division, or outpost orders by G. O. C. 4th brigade.

3. How are orders signed?

They are signed by any authorized staff officer, who should put his rank and appointment. all subjects when time permits will be given in the margin.

4. When are standing orders issued?

On mobilization and from time to time during a campaign, the object is to save frequent repetition in orders of the day, they vary according to the nature of the operations to be conducted, the commander will frame his own standing orders and points affecting discipline will be read to the troops at least once a month, officers in command will see that units and officers are made acquainted with standing orders.

5. What are routine orders?

They are similar to station or garrison orders, and deal chiefly with matters of routine.

6. What are operation orders?

They deal with operations in the field, as it is important that all concerned should have mutual knowledge of one another's task. One order embodying the different instructions for all positions of the force will be issued in a single document.



7. In framing operation orders what rules should be observed?

The heading of the orders will contain the nature of the operation (i.e.) outpost orders, attack orders, etc.

8. Name some of the points dealt with in operation orders.

1. Latest information of enemy and own troops. 2. Aim and object of operation, the intention of the commander, these need only be as far as they affect the work immediately in hand and facilitate co-operation. 3. What is required of the unit or units, this must be brief and concisely stated, but no doubt, should be left as to the wishes of the commander from whom the order was issued. The subordinate leaders must have instructions on these points, that they cannot independently arrange for the attainment of a common object. The names of a commander of a detached force will always be given in the orders, the places where the commander will be found, to enable reports to be sent without loss of time and to prevent miscarriage.

9. What should orders not contain?

Unnecessary detail; a subordinate should know what he has to do but should not be told how he is to do it, vagueness in style and expression which leave the subordinates uncertain as to what the leader really means.

10. How are orders communicated?

Except in cases of urgency orders will be issued through the usual official channel, thus orders of a battalion through the adjutant, etc., if this is impossible the sender, and if possible the recipient of the order should inform the officer in charge of the usual official channel what has been done to avoid confusion; for instance, if a division commander gives an order

direct to a regimental commander he should inform the brigade commander, as should the regimental commander if possible.

11. When should orders be issued?

Daily at fixed hours, when commanders should also send an officer to headquarters of the superior. He will not only receive orders, but will be able to give information regarding the command to which he belongs as to food, strength of unit, ammunition, etc., watches will also be compared at this hour.

12. If orders cannot be issued until late what should be done?

Preliminary orders should be issued notifying the time of assembly, or of starting, their orders should say when the complete orders will be issued.

13. In an important operation is the issuing of orders all that is necessary?

No, the commander should assemble the officers commanding the higher units and in the presence of his chief staff officer explain clearly and simply his intentions, using his map in doing so, then officers will in turn instruct their subordinates, also using their maps.

14. How should commanders ensure their orders being carried out without misconception as to what is going on?

They should have the orders noted by a staff officer, so that if killed or wounded what has been done and what orders units have received may be known by the successors in command.

15. What provisions must officers commanding brigades and battalions have in regard to keeping up communication with battalions and companies?

That they must have enough orderlies to send back with messages, besides their staff officers,

and not attract attention, but be near enough to have mechanism of command at hand, also should have one or more signallers near.

16. What three rules should always be remembered in regards to all orders?

1. A formal order, never to be departed from either in spirit or letter, as long as the officer who issued it is near and can see what is going on, or if he cannot see what is going on, provided there is time to report to him without opportunity of endangering the command.

2. A departure from either the spirit or the letter is justified if the subordinate in assuming the responsibility is conscientiously satisfied that he is acting as his superior would order him to act if he were present.

3. If a subordinate in the absence of a superior neglects to depart from the letter of his order when such departure is surely justified by circumstances, and failure ensues, he will be held responsible for such failure.

17. Give the points that should be remembered by officers in writing orders.

1. Order should be verbal or written, whenever time permits important messages should be written, the bearer of a written message should know its contents in case he lose or has to destroy its contents; whenever a verbal message is given the bearer must be made to *repeat it* and understand its nature.

2. Messages should be divided and paragraphs numbered, messages must be followed by the place, date, hour, and minute of issue, if there is more than one place of the same name in the locality make it clear which place you mean, the date should be written thus: 7th August, 1903, in naming a night both days should be given, thus: 31st Aug.—1st Sept. A.M. or P.M.

should always be added to time of day, thus: 1.05 a.m., 12.05 p.m., the hour 12 to be followed by noon or midnight, thus, 12 noon, 12 midnight.

3. Names of all places in block capital letters and spelled same way as in map, thus: **FREDERICTON.**

4. Words right, left, in front of, behind, etc., never to be used, but points of the compass only, thus, N. E., S. W.

5. In describing a river right or left bank are permissible, (the right is the bank which is on the right looking down the stream), roads to be described by the names of two places on them.

6. If a message refers to troops reaching a place at a certain time the head of the main body is meant unless otherwise stated.

7. When finished writing your message read it through as if you had received it and see if it is calculated to influence the recipient as in the way intended.

8. Clearly sign messages with name, rank, appointment and force you are with and number it at head of message.

No. V.

From Lieut Cowan. Place Deer Park.

To O. C. Advanced Guard. Place Sunnyside.  
Despatched Mar. 31st, 1909. 12 noon.

- (1) About 100 of enemy's infantry 4000 yards southwest of DEER PARK.
- (2) Country people say they are part of 2nd Infantry Brigade.

Signature. R. COWAN, Lieut.  
48th Regt.

Commanding Right Advance Party  
(How Communicated) By Cyclist.

19. How should all orders be transmitted?

1. An important message should be sent by two or three messengers starting at different times and by different routes.
2. The sender will instruct as to speed, route, and when to return.
3. Commanding officers en route will assist in forwarding all messages.
4. The messenger will be given a receipt, noting date, hour of receipt by recipient.

20. What should reports contain?

1. The rules about orders apply equally to reports, a report should be short; not a word too short or too little and should be accompanied by a rough sketch.
2. It should contain as much information as possible, the writer should remember that he has seen what he is writing about, which the recipient has not.
3. It should be clearly written, as the reader may have to read it by firelight or candle.
4. Should contain only facts not fancies if you report anything that is only second hand or hearsay, state it.

### **Night Operations.**

1. For what are night operations of value?

For out-manoeuving an enemy, surprising him by an unexpected transfer of troops, for massing unexpectedly against a weak point and threatening his line of retreat.

2. When should night attacks be made?

They should be timed so that the assault is made just at the break of dawn.

3. What should always be done before an attack is made?

The ground over which the attack is to be made should be carefully reconnoitred, the offi-

cers who are to head the troops should traverse the route both by day and by night, to try and find out if there are any obstacles near the position which would hinder the advance, etc.

4. Who will deliver an attack during darkness generally and for what purpose are they usually made?

Small parties only, usually to seize an outpost position or to surprise an ill-trained enemy.

5. What is meant by the position of assembly?

It is the place where the normal march formation is abandoned.

6. How far from the place to be attacked should the position of assembly be?

This depends upon the nature of country, the vigilance of the enemy, possibilities of discovery, size and composition of force.

7. What is meant by the position of deployment?

It is the place where the columns deploy for attack, and should not be less than 1000 yards from the place to be attacked.

8. When can the position of assembly and the position of deployment be one and the same place?

In very open and level country.

9. How can the positions of assembly and the positions of deployment be recognized?

By taking compass bearings and ascertaining before dark the distance between them, by making known distances by painted stones, and empty tins or otherwise.

10. Why should the officer in advance be sufficiently far in front?

(1) To prevent the compass needle from being affected by rifles. (2) To give time to verify direction without checking the advance of main body.

11. When should orders of a night march be given out?

As late an hour as possible to secure secrecy.

12. How should troops and others march in a column?

(1) Small covering bodies of infantry not far in front of main body. (2) Cavalry and artillery at end. Wheeled transport grouped in rear of all. (3) Constant communications should be kept up between all parts. (4) Absolute silence. No smoking. No lights. Rifles unloaded. The commander to have a fixed place and an officer from each regiment should be detached as orderly officer in each brigade. Halts should be at stated hours and definite times. No one to leave the road.

13. What should each column in attack have?

A reserve about 400 yards who would storm the position if a check was met with. they should also have a detachment of engineers with entrenching implements.

14. If two or more positions are to be attacked simultaneously what should care be taken of?

That in selecting the position of assembly and deployment the various forces advancing from them will not converge towards another to such an extent that there is danger of their meeting or crossing one another.

15. What should be told to all ranks when they move off from the position of assembly?

(1) The object in view. (2) Formation to be adopted at the position of deployment. (3) What he has to play. (4) Action in case the enemy is not surprised.

16. What instructions should be given by the company officers to the men?

(1) No one to load without a distinct order  
(2) Until daylight bayonets only are to be used.

(3) Absolute silence is to be maintained until the moment of assault. (4) If obstacles are met with troops will lie down until a passage has been cleared.

17. If a force is deployed for an attack at more than one thousand yards what should be done?

It should be halted for the shortest possible time when one thousand yards is reached to enable the formation to be corrected before the order for further advance is given.

18. What should be done if patrols or scouts are encountered.

They should be captured without noise if possible, or rushed with the bayonet.

19. What should be done if the position of deployment has been left and the enemy open fire?

All ranks should push forward unless a surprise cannot be effected, in which case they will be ordered as soon as the enemy open fire to lie down, and the reserve should take up a position wherever they can cover the retirement of the attacking troops.

20. What should be done if the attack succeeds or fails?

If the attack succeeds the mounted troops should push forward with all speed and try and get round the flank of the retreating enemy, if it fails they will protect the retiring infantry while the artillery take up a rallying position.

31. How fast should troops move in a preparatory formation?

Not more than one mile per hour.

22. What means for signalling can be used during night attack.

Rockets with fireballs of different colors, these must be arranged before hand and staff officers



made acquainted with them, no rockets should be discharged before the one used as signal for assault.

23. Name a few of the rules about orders.

They should be concise, but worded so as to admit of no doubt. They will be communicated before hand to those officers only from whom action is necessary in order that necessary arrangements may be made until the troops arrive at the point of assembly prior to the march off. No more will be made known than is necessary, before they move off however, all orders should be clearly explained that every one may know the object of attack, the compass bearing and what part he has to play in the operation.

24. What points should be attended to in framing orders for night operations?

(1) Time of assembly at and departure from, position of assembly, description of position of assembly. (2) Order of march and formation or leaving position of assembly, distance and intervals, maintenance of communications. (3) Compass bearing of route. (4) Time and duration of halts. (5) If possible, position of deployment should be described and its distance from position of assembly and point of attack notified. (6) Formation to be adopted at positions of deployment. (7) Special instructions for assault and signal for it.

## **SUPPLY OF AMMUNITION IN THE FIELD.**

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1. What ammunition does a Battalion take into the field, as a regimental Charge?

Service ammunition, Regimental Reserve.

2. What is Service ammunition?

115 rounds per rifle carried by the Soldier, 3500 rounds packed in the Carriage of Machine Gun.

3. What is Regimental Reserve?

100 rounds per rifle, carried in five S. A. A. carts and on 8 pack animals, also 8000 rounds per machine gun in one S. S. A. cart.

4. Where do the pack animals and S. S. A. carts march?

One pack animal will be in rear of each company and four S. S. A. carts (including that carrying the machine gun ammunition,) will be in rear of the battalion.

5. What is the Brigade Reserve of small ammunition.

2 S. S. carts detached from each battalion to follow in rear of Brigade. A mounted officer will be detached to take charge of it.

6. What is the Brigade Ammunition Column?

A reserve of 100 rounds per rifle and 10,000 reserve machine gun, carried in brigade ammunition column, in field artillery charge.

7. What is the Divisional Ammunition column?

100 rounds per rifle and 10,000 per machine gun carried in Divisional Ammunition column in artillery charge.

8. What arrangement should be made in action?

Ammunition pack animals will be advanced as close as possible to their companies, advantage of cover should be taken. 2 S. A. A. carts will follow as close in rear of the supports to the firing line as the hostile fire will allow, one in rear of each line, the remaining cart will follow in rear of Battalion Reserve, the cart carrying the machine gun ammunition will move as ordered by O. C. machine gun section, the Regimental Reserve is in charge of the Sergt. Major, who should get in touch with Brigade and Divisional Reserve, the Brigade reserve moves in rear of the centre of the Brigade or as G. O. C. directs, it should be accompanied by signallers, and should maintain communication with the various Regimental reserves.

9. What is done when a battalion cart becomes empty?

Sent back to brigade ammunition reserve and replaced by a full cart.

10. What does the officer commanding brigade ammunition do when he gets three or four empty carts?

Sends a message or signal to the officer commanding divisional ammunition column, thus: Send up 4 (or 3) small arm ammunition carts to ——— brigade.

11. What is done with the horses taking back the empty carts?

Unhooked and changed, the horses taking back the empty carts.

12. How many men will captains of company detail as carriers?

In ordinary cases one N. C. O. and two or three men.

13. What should be done by commanding officers just before an action.

Issue out to all the men an extra 50 rounds of ammunition, so that every man will carry on his person 150 pounds.

14. How should the carriers bring ammunition up?

They will get it from the carts or mules and bring it up in bags and distribute to men.

15. How much should the bags carry?

Not over 600 rounds.

16. If more ammunition is required by whom is it brought?

By any reserve men such as pioneers, bandsmen, etc., under an officer specially detailed.

18. What are the duties of half company and section commanders?

Make sure all ammunition of killed and wounded is collected and distributed to firing line, supports and reserves.

19. How near should the carts or mules get to the firing line?

Mules 500 yards; carts 1000 yards.

## **INFANTRY IN DEFENCE AND ATTACK.**

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1. What is purely a defensive position?

One with a river, marsh, or other obstacle in front under effective fire.

2. Name some of the chief points to be considered in selecting a position.

(1) It should satisfy the strategic object. (2) Strength of position suitable to strength and composition of defending force. (3) A clear field of fire over the country and to the flanks. (4) Flanks should rest on ground strong in defence. (5) Good cover for supports and reserves. (6) Good artillery position to take the enemy's advance in flank. (7) Good lateral communication. (8) Several roads or tracks from front to rear to make certain of retreat. (9) No good artillery positions for the enemy. (10) Favourable ground for counter attack. (11) Water.

3. How are bodies of troops distributed on the defensive?

Firing line supports, local reserves and general reserves.

4. Name some of the duties of local reserves.

To deliver local counter attacks, to reinforce the firing line, and to protect flanks.

5. Under whose command and where is the general reserve posted?

Under the command of the commander of the whole force, and placed generally in rear of the centre or echeloned in rear of the flank giving most facilities for a counter attack.

5a. How should the flanks be protected?

By local reserves and mounted troops.

6. How is the front of large bodies divided?

If it exceeds half a mile it should be divided into sections, each of which should be of a separate unit.

7. What are the duties of half company, section and squad commanders in the defence?

To see that (1) Every man has good cover, can use his rifle, and that the entrenchments are concealed. (2) That ranges are taken and made known to the men. (3) Every man has plenty of ammunition and a full water bottle. (4) The supports know the position of the firing line. (5) Ascertain the position of the dressing station and reserve ammunition. (6) Report to company commander all movements of the enemy and favourable opportunities for counter-attack. (7) Control the fire of the men. (8) To see that flanks, if exposed, are covered by scouts. (9) To keep in communication with companies on their flanks.

8. Name the terms applied to ranges of the rifle and field gun and distances for each.

	Rifle.	Field Artillery.
Distant	2800 to 2000 yds.	6000 to 4500 yds.
Long	2000 to 1400 yds.	4500 to 3500 yds.
Effective	1400 to 600 yds.	3500 to 2000 yds.
Decisive	600 and under.	2000 and under.

9. Name the points that should be remembered with regard to effectiveness of fire.

(1) It is useless to fire without seeing something to fire at. (2) That enfilade fire, i.e., fire along the enemy's lines, is the best. (3) Concentrated fire is more effective than dispersed fire. (4) The advantage of surprise, the sudden burst of magazine fire from ground not supposed

to be occupied. (5) Picking off enemy's leader, scouts, etc.

10. What formation should be adopted with regard to fire?

Initial stages of attack, lines of company, columns, effective ranges, lines of small column, in file, or single file, subsequently lines of skirmishers.

11. How can you avoid the effect of direct fire?

Observe where it falls, pass over it quickly or avoid it.

12. Give the duties of (1) scouts, (2) firing line, (3) supports.

(1) Scouts feel the way, discover ambushes, and report all obstacles to the advance.

(2) Firing line support and reinforce the scouts, gain ground to the front, and if checked hold it until reinforced by the supports.

(3) Supports reinforce the firing line as soon as it can.

13. What are the conditions that are to be kept in view in adopting formations?

(1) They should permit of effective formation. (2) Offer the smallest target. (3) Allow for the use of cover as may be consistent with a direct advance. (4) Afford the greatest mobility. (5) Admit of reinforcements.

14. How would you place men in firing line at points where you intend to drive home the attack?

At first only a few scouts, and reinforce them where you intend to drive home the attack.

15. What is the relative strength of the various lines?

(1) Scouts, firing line, and supports about  $\frac{1}{2}$  the force.

(2) Second line reserves about  $\frac{1}{4}$  force.

(3) Third line general reserve about  $\frac{1}{4}$  force.

16. When must the advance be continued by alternate portions and what should be taken advantage of?

When the defenders' fire begins to tell, you must take advantage of all dead ground, etc.

17. Is a certain portion of an enemy's position allotted to each body of troops?

Yes, point out to your men the objects.

18. Name the duties of the respective subordinate commanders.

Point out to the men the direction to be kept and to deliver the attack within the limits allotted to them.

19. What should the officer commanding do before forming for an attack?

He should explain (1) Points he is going to assault. (2) How he is going to carry out the attack. (3) Assign each subordinate to his place. (4) Any ground which he wishes turned to an account. (5) Detail which part of the force to direct. (6) Dispositions to guard against flank attack.

20. What will troops be practiced in?

In receiving cavalry.

21. How will an extended line and how will supports act in receiving cavalry?

Extended line by forming on their squad commanders, supports by dressing back flanks or forming a circle.

22. What should troops detailed for attack be issued with?

50 rounds extra ammunition.



## COMPANY IN ATTACK.

23. What should the company commander know?

The object of the commander of a battalion which he should explain to all ranks of his company, while keeping touch with the battalion he must act with the companies on his flanks in keeping the direction, he should be where he can watch the advance of the firing line and give orders to the supports, he should keep his C. O. acquainted with any change in the disposition of the enemy, he should see that his men are supplied with extra ammunition and arrange for this being supplied during the attack, decide when to open fire and its nature, he must remember that the object of the firing line is to get as near as possible to the enemy's position.

24. What other duties has the company commander in attack?

(1) Decide when and how to reinforce the firing line, remembering to hold always a part of his company as a reserve. (2) Lead his company in assault, (3) Lose no time in reforming and re-enriching ammunition.

25. What should half company commanders remember in the firing line?

(1) Constantly watch for signals of the company commander. (2) Maintain direction. (3) See that fire is not wasted, (4) Observe enemy's movements and report at once to company commander, (5) Lead men from cover to cover and in the assault, (6) If assault succeeds rally and reform half companies at once, (7) During advance take command of any leaderless men of other companies.

26. What is an important duty for an officer in the firing line?

See that his men keep the direction, the success of the attack depends on this.

27. What should section and squad commanders see to?

(1) See sights adjusted, (2) expenditure of ammunition, (3) refilling magazines, (4) check wild firing, (5) exercise strict control over their commands, (6) lead them from one position to another, (7) act on their own discretion if attacked, (8) attach to their commands all stragglers.

28. Can you lay down frontage of a company in attack?

No, but in order to establish a strong firing line in decisive range there should be in the commencement of the attack about 125 rifles in every 100 yards, these are dispersed in several lines, those in rear gradually reinforcing the firing line.

29. Will supports make use of cover?

Yes, without losing touch of the firing line.

30. What should the different parts of a company do during an attack?

Halt under chance cover and reorganize.

## MUSKETRY.

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1. What is meant by the terms (1) The axis of the barrel, (2) line of sight, (3) line of fire?

1. An imaginary line following the centre of the bore from breech to muzzle.
2. A line from the firer's eye through the sight to the object aimed at.
3. An indefinite prolongation of the axis of the barrel.

2. What are the forces that act on the bullet?

There are three forces, (1) gravity, (2) resistance of air and (3) the explosion of the charge. (1) The natural attraction which drives all unsupported bodies towards the earth with increasing velocity acts on bullet immediately after leaving the muzzle. (2) Causes the bullet to lose its velocity. (3) Drives the bullet forward.

3. How does this affect a bullet fired from the Enfield rifle?

It leaves the muzzle at the rate of 2000 feet per second and falls six inches below the line of fire in the first hundred yards, this increases to two feet at 200 yards.

3a. What should be done to allow for this fall of the bullet?

The line of fire is directed above the object to be hit by the bullet, which would fall below if directed straight at the object, this raising of the barrel to allow for the curve is called *giving elevation*.

4. What is the object of sights on a rifle?

If there were no sights the firer would lose sight of the object when raising the muzzle to

obtain elevation, the rifle is therefore provided with sights which allow elevation to be given without losing sight of the object.

5. Explain (1) culminating point (2) first catch, (3) first graze.

- (1) The greatest height above the line of sight which the bullet rises in its flight, always a little beyond halfway of the whole range.
- (2) Is that point where the bullet has descended far enough to strike the head of a mounted man or one on foot.
- (3) The point where if it is not interfered with, the bullet will first strike the ground.

6. What is meant by dangerous space?

The distance between first catch and first graze.

7. What is meant by term "jump"?

Term given to the movement of the rifle barrel caused by the explosion of the charge.

8. What does this jump cause?

A change of direction of the axis of the barrel between the intervals at which the charge explodes and which the bullet leaves the barrel.

9. What is meant by term drift?

It is the lateral deviation of the bullet after it has left the barrel, the left handed rifling of the service rifle causes the bullet to rotate from right to left, and owing to gyroscopic action, the point works over to the left, the consequent increased air pressure on the right side of the bullet therefore forces it to the left.

10. Why is 500 yards adopted as "fixed sights?"

If the rifle is sighted at 500 yards taken at the feet of a man standing at that distance, it can be seen that he must be hit in some

part of his body, as the bullet rises less than 4 feet above the line of sight during its flight, whereas sighted at 600 yards the culminating point is about  $6\frac{1}{2}$  feet or higher than a man, hence 500 yards is taken as "fixed sights."

11. What effect has atmosphere upon the elevation used?

The atmosphere is heavy on a dry day and full of moisture on a damp day, and therefore lighter on a damp day, less elevation will be required in damp than in dry weather.

12. What do you mean by ricochet?

Bullets that strike the ground, or any obstacle, rebound and continue their flight, are said to ricochet.

13. What is the height and distances ricochets will travel?

The mean angle of rise on first ricochet is normally double that of descent. First ricochet at 30 yards from the firer off sand, dry turf or clay, have been known to travel 2000 yards. The further the bullet travels the less does it range on ricochet. Bullets striking the 400 yards in front of the firer have been known to travel 1700 yards.

14. How may rests for night firing be made?

They may be formed from forked sticks, tree trunks, sleepers, sand bags, etc.

15. When would firing with combined sights be an advantage?

When the distance of a long range is not known they should usually be 50 yards apart.

16. When should the rifle be cleaned and what should be done?

(1) Daily. (2) Before firing. (3) After firing. (1) Daily the outside of the rifle will be cleaned, all parts of the action wiped over with an oily rag and the bore wiped out with

oily flannelette. (2) Before firing the same as in daily cleaning, but the bore and chamber must be wiped out free from oil. (3) After firing the rifle must be cleaned, but if impossible to clean it before returning to barracks it must be wiped out with oily flannelette.

17. How should the bore be cleaned?

Oil the gauze of pull through, drop the weight through the bore from the breech and pull the gauze through three or four times, then using the loop nearest the gauze draw pieces of dry flannelette through until it is rag clean, then draw a piece of oily flannelette through and leave the bore oily.

18. What precautions should be used when oiling the bore?

That sufficient oil is used to cover bore thoroughly, but not run down the bolt.

19. How would you clean the action and outside of a rifle?

Clean the bolt with an oily rag, attending specially to the face of the bolt head, point of striker, and extractor, take out the magazine, wipe inside of body and entrance to the chamber with an oiled rag, clean inside with a dry rag, wipe outside of the rifle with an oiled rag.

20. What is "pull off"?

It is the amount of pressure which is required to release the sear from the full bent of the cocking piece and should weigh between six and eight pounds. (L.E.) (Ross about 4 pounds.)

21. Should cartridges remain in the magazine?

No, if they do the spring becomes weakened.

22. In the event of the spring failing to raise platform of magazine what should be done?

Strike the bottom of the magazine with the palm of the hand. Ross rifle, work the lifter finger piece.

23. Why should you not change the bolt of a rifle? (L.E.)

Because it would affect the shooting of the rifle.

24. How will you be able to tell if you have your proper bolt to your rifle?

By the manufacturer's number on the back of the bolt lever agreeing with that on the right top front of the body.

25. From what does a miss fire arise?

(1) A defective cartridge. (2) A defective rifle. (3) The striker-way in the bolt being clogged.

26. What are the "gas escapes," what are they for?

There are two holes one on each side of the breech, used as a lateral escape of gas in the case of a burst cartridge. There is also a third hole on the underside of the bolt head in case of a blow back from a defective cap. (L.E.)

27. What is a blow back?

It is caused by the striker penetrating the cap, thus making a small hole which allows the gas to escape backwards.

28. Who shall loosen or tighten any screws?  
The armourer sergeant only.

29. How often will barrack room inspection of arms take place and in what condition should rifles be?

Weekly, the bore will be cleaned dry and should be oiled as soon as the inspection is over.

30. Describe the .303 ammunition.

The bullet is a compound one consisting of a core containing 98 per cent. of lead, 2 per cent. antimony, and an envelope 80 per cent. copper, 20 per cent. nickel, there is a shallow cannellure near the base into which the case is secured by three small indents, maximum diameter of the

bullet at the base is .311 inches, length 11.4 inches, the portion of the bullet which enters the case is coated with beeswax, the case is of brass solid drawn, 70 per cent. copper and 30 per cent. zinc, a glazed board disc is placed on top of the charge, weight of bullet 215 grains, weight of cartridge 415 grains.

## **MARCHES.**

### **1. How do marches divide themselves?**

Into three parts:

- (1) When there is no chance of meeting the enemy and the health and comfort of the troops is the principal consideration, it is as well to use as many roads as possible in this case.
- (2) When there is a chance of coming in touch with the enemy and tactical consideration comes first, although the health and comfort of the troops must receive constant consideration.
- (3) When troops are marching with a view of bringing the enemy to an immediate engagement, secrecy, rapidity and readiness for battle must overcome all other considerations.

### **2. Name some of the points connected with the order of march.**

Composition of the advanced guard or rear guard, the order of march for main body, the distance to be maintained between advanced guard and main body, the second line transport supply and ammunition columns.

### **3. Name some of the points connected with the start.**



- (1) If possible the comfort of the troops should be the first consideration in fixing the hour.
  - (2) To start in the dark is inconvenient, but may be necessary for tactical reasons, and if a forced march is contemplated or for any reason the troops are likely to be on the road a long time, it is better to start in the dark than reach your destination late.
  - (3) Arrange if possible to have breakfast and animals fed before marching.
  - (4) Halting place should be reached at least 2 hours before sunset if possible.
  - (5) The starting point should be fixed, where the head of the main body will pass at a certain time, the advanced and rear guards must be in position at some fixed hour for the protection of the main body and be ready to move off and not delay the advance of main body, rear guards should likewise be in position.
  - (6) Units and transport will join the column at the starting point in their prescribed order.
4. What points should be considered at the end of the march?
1. The ground where the column is to pass the night will be chosen as to protection and water supply, when a few miles from the destination a staff officer accompanied by representatives of units will ride ahead and mark out camp sites, make arrangements for supply of water, and for protection from pollution.
  2. Officer commanding second line transport and supply column and officer commanding the rear guard will report personally

to the officer commanding column as soon as they arrive.

3. Each unit will make special arrangements to have their second line transport met and guided to its destination.

5. What special instructions should be issued?

Provisions as to guides, rations, halts, communication with other columns, position of commander, etc.

6. What should be kept in mind by all regimental officers on or after march?

1. That boots fit properly and are kept well greased.
2. That socks are kept clean and mended, soaping socks prevent blistering.
3. That the men's feet are constantly inspected.
4. That they wash their feet at the end of a march if possible.
5. Water bottles are kept filled with unsweetened tea, cold if possible, and arrangements made for food during march.
6. That impure water is not used.
7. That when possible an officer marches in rear and sees that there is no straggling or that none quit the ranks without permission.
8. That columns move with as broad a front as possible.
9. A system of communication throughout a column should be maintained.
10. That troops march off at attention and before arrival at destination and passing through towns.

7. What is the average rate of marching for infantry?

Including halts, 3 miles an hour if the roads are good and when column is small, otherwise  $2\frac{1}{2}$  miles.

8. What is the average length of march for infantry?

About 12 or 15 miles a day, but provided the pace is not unduly hurried, the more quickly completed a march is, the better for the men.

9. What halts should be made during a march?

A short half an hour after starting and afterwards a halt of 5 or 10 minutes each hour during the day at the discretion of the O. C.

10. What should all note about billeting their men?

If billeted in a town an alarm post should be fixed before the men are dismissed to their billets. No officer should leave the parade until the men are told off to their billets. Company officers must visit the quarters where the men are billeted.

11. Give some of the rules for night marching.

1. Night marches are undertaken to avoid the heat of the day, to forestall an enemy, or to give time to deliver an attack.
  2. If possible local guides should be secured.
  3. All roads and the route should be carefully reconnoitred to avoid checks which are likely to occur.
  4. The general compass bearing should be noted beforehand, and mentioned in the march orders; the magnetic compass bearing of the locality should also be given.
  5. When the column is of all arms the cavalry and artillery will march in rear.
  6. All wheeled transports, and machine guns will be grouped in rear.
  7. Units should be informed what they are to do in case of attack.
  8. Commanders should have a fixed place in the column where they can be found.
12. How are connections kept up between different parts of the force?

On very dark nights, by detachment of specially selected men used as connecting files from front to rear, and when troops in column, by means of knotted ropes, intervals by the extension of men.

13. Should the regulation distance be kept between units on a night march?

No, it should be reduced or omitted and columns must be constantly closed up.

14. In what conditions should troops be to undertake a night march?

Fresh troops, for if fatigued it is impossible to keep them from getting mixed up.

15. How will troops march?

In the normal formation unless tactical exigencies require a change, until the position of assembly is reached, and on arriving there the march is said to be at an end, the operations coming under the head of night operations.

16. How should the advanced guard prevent troops going astray?

They should block all branch roads, if necessary post men on them, these men falling in in rear of the column.

17. Are rifles to be loaded?

No, unless specially ordered.

18. Give some of the points to be observed in night marches.

1. Silence to be maintained.
2. No lights or smoking allowed, unless by permission of commander.
3. Halts to be made at stated hours and for a definite period, units not to halt until they have gained any ground they might have lost.
4. Pace to be as uniform as possible, the day the night the slower the pace.
5. Sp. horses accompanying the force in rear to replace worn out horses.
6. Should men or horses fall out they should leave the road so as not to block it.

## **BOOKS AND CORRESPONDENCE.**

1. What are the necessary books to be kept in a militia regiment?

1. General and militia orders.
2. Guard book for letters and memo.'s received.
3. Regimental order book should consist of two parts, one of permanent orders and one of temporary orders.
4. Record of officers' services, showing date of appointment, date of commission qualification, and of retirement, etc.
5. Letter book containing official letters sent by commanding officer to headquarters and individuals.
6. Return books showing monthly and other returns sent to headquarters or individuals; a guard book is useful for this.
7. Register of letters.
8. Regimental conduct book. Each N. C. O. and man should have a sheet with his name and number.
9. Casualty book.
10. Stores ledger, kept by the quartermaster, one for the department, and one for the regiment, with each company shown separately.

2. What books should be kept by the commander?

1. Order book in which are entries from regimental orders and orders issued by the company commander himself affecting the company.
2. Roll book containing the names of N. C. O. and men and in what section or squads they are in.

3. Cash book and ledger.
4. Company conduct book.
5. Stores ledger, with two accounts, where all receipts and all returns should be entered. A page should be given to each man who should sign for anything received and on returning them the officer taking them should sign in the presence of the man.

3. How should all communications in connection with duty be made?

In writing, officially.

4. How should applications of regimental officers be made?

Through their commanding officer, who, if necessary, forwards the same to higher authority with his remarks on same.

5. How should applications or complaints of N. C. O. and men be made?

Made personally through their company commander, not by letter.

6. What should official letters contain?

Full information to which they relate which should be briefly indicated in the upper left hand corner, thus "leave," etc., they should refer only to one subject and written on foolscap with a quarter margin. Paragraphs should be numbered and short letters written on half sheets.

7. How should officers affix their names?

In their own hand writing and specify their rank and corps after and below.

8. What should be done if official correspondence are not forwarded through the proper channel?

Explain the causes which induced him to do so and at the same time forward copies for the information of the authority through whom they should have passed in the regular course.

9. How should all replies, remarks, etc., arising out of an original letter be put?

In the form of minutes, (1) The minute following the original letter the person affecting it marking the letter and his own minute, (2) all minutes will be numbered in sequence all to be numbered in red ink if possible.

10. How should official letters be addressed to officers?

Never by name but by the designation of the position held by the officer address 1.

11. Write an official letter asking to take a course and put the minutes of different officers whom it will pass through.

(1)

From Lieut. A. B. Brown, 110th Regt.,

To Officer Comd'g, No. 8 Co., 110th Regt.,

Halifax, N.S., 1st December, 1904

SIR:—

I have the honour to apply for permission to attend the course of instruction which commences at No. Regt. Depot, R. C. R., on

1905, for the purpose of obtaining a captain's certificate.

I shall require transportation from

I have the honour to be, Sir,

Your obedient servant,

A. B. BROWN, Lt.,

110th Regt

(2)

To O. C. 110th Regt.

Forwarded and recommended.

A. M. SMITH, Capt.,

Comd'g No. 8 Co., 110th Regt.

Halifax, N.S., 1st Dec., 1904.

(3)

To D. O. C. M. D., 8.

Forwarded and recommended.

Lt. Col.,

Comd'g 110th Regt.

Halifax, N.S., 2nd Dec., 1904.

(4)

To O. C.—R D. R. C. R.

Approved, if there will be a vacancy.

Lt. Col.,

3, 12, '04.

D. O. C. M. D., 8.

(5)

D. O. C. M. D., 8.

There will be a vacancy. The necessary notification and transport requisition have been forwarded to C. O. 110th Regt.

1, 1, '05.

Comd'g No. 4, R. D. R. C. R.

13. What are entered in a *Regimental* conduct sheet?

1. Every conviction by Court Martial, every punishment by the commander of one of His Majesty's ships, every case of desertion or fraudulent enlistment in which the trial has been dispensed with by a competent military authority, every conviction by a court of ordinary jurisdiction, but when the offender has been convicted and no punishment has been awarded and also when the sentence of court of summary jurisdiction is a fine, and the offender has not undergone imprisonment in default of payment, the commanding officer may, if he thinks a regimental entry should not be made, represent the case to the general who may order that an entry will not be made.



2. Every case of reduction of N. C. O. to a lower grade or the ranks, but not for inefficiency.
  3. Every award of detention by the commanding officer.
  4. Every offence entailing forfeiture of pay under Royal warrant except (A) when the offence is absent without leave not exceeding two days.
  5. Confinement to barracks *exceeding* 7 days.
  6. Every award for drunkenness of severe reprimand.
14. What rules are made for keeping the company conduct book?
1. The officer who makes the entry will initial it.
  2. The company commander will regularly record them in every offence committed by N. C. O. and men of his company for which punishment has been awarded, or a reprimand administered, except offences other than drunkenness, for which confinement to barracks for one day or its equivalent punishment on board ship has been awarded. Every act of drunkenness to be entered in black ink and numbered consecutively in red ink. Every case of admission to hospital on account of alcoholism, duly certified to by a medical officer, whether it has been dealt with or not as offence, is to be entered in red ink.
15. What rules should be observed in entering offences?
1. In trial by court martial the general nature of the charges, not the charges themselves, are to be entered, if more than one they are to be numbered.
  2. In trials of disgraceful conduct the generic heading is to be given in the offence column thus: .

Disgraceful conduct—of a cruel kind.

Disgraceful conduct—embezzling public money.

3. In trial for insubordination the same course is to be pursued.
4. Vague entries such as improper conduct, are to be avoided, the "charge report" will state briefly the nature of offence.
5. Confinement to barracks is represented by C. B., detention with hard labor by Det'n H. L., fines by Fined, penal servitude by P. S.
6. Detention when awarded by a commanding officer is to be awarded in hours up to seven days, over that in days.
7. No date to be entered in "offence" column unless the dates are included in the offence in which case the column for "date" is to show the first and that of the offence the second.
8. In like manner no place is to be mentioned in the offence column unless the statement of the offence involves two places, then the "place" is to give the first and the "offence" column the second.
9. Forfeiture of pay, or good conduct pay, is to be noted in the "remarks" column as "forfeits—days' pay."
10. The date of summary award is to be re-entered in the column of award.
11. All offences of which men are convicted by court martial are to be entered, whether the sentences are wholly remitted or not, but the sentences as confirmed together with any remission, mitigation or communication are alone to be entered.

## REGULATIONS FOR ADMISSION.

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### A FEW TIPS TO OFFICERS BEFORE AND AFTER JOINING.

The officers, N. C. O. and Buglers attached to the school of instruction, from time to time, shall be held to be called out for service and will be subject to the laws and regulations under the Militia Act, which apply to officers, N. C. O. and Buglers called out for such service.

The attached officers will rank among themselves, according to their militia rank, but on all duties connected with the school they will, whatever rank they hold, be considered junior to the officers of the corps composing the school.

If attached officers are detailed for court martial duty they are entitled to their militia seniority.

Officers who wish to join will send in an application to their C. O., who will forward it to the D. O. C. of their district, who will refer it to the O. C. R. S. I., asking if there will be a vacancy. If there is, the commandant will notify the D. O. C., and will issue transport to the officer, informing him upon what date he is to join.

Officers authorized to join should supply themselves with the following articles: Red and blue serge, undress cap, trousers, "Sam Browne" belt, (or if not worn, in their corps. waist belt and sword) gloves; in winter, fur cap, gloves, great coat.

On arrival at the station they will report themselves at once to the adjutant, from whom they will receive their instructions.

Attached officers will be members of the Officers Mess for the time they are undergoing a

course. They will pay an entrance subscription of three dollars and additional subscription of three dollars a month. They will be given a copy of the mess rules. The mess bills will form a first charge on their pay. They will receive \$1 per day quarters rations of fuel and light.

Officers on joining should have their hair cut according to regulation. They should be particular about shaving, and always neat when in uniform. They should, when speaking to the commandant, address him as "Sir"; when meeting him they should salute. All senior officers on parade should be addressed as "Sir."

Attached officers will be allowed a soldier servant. If he neglects his duty the matter should be reported to the adjutant. Complaints should be made to C. O. attached co'y.; if not attended to they should report them to C. O. at orderly room hour.

Officers will wear gloves, not carry them, when walking on the street in uniform, they will not smoke. They will not enter the sergts. mess or canteen except on duty. No "treating" is allowed in the officers' mess. They will check all undue familiarity of N. C. O.'s and men, and report the same to the adjutant.

The duty roster is kept by the adjutant and can be seen by officers at any time. Should an exchange of duty be desired, the application should be sent to the adjutant (for approval of C. O.) signed by the officers wishing to exchange before twelve noon, on the day before the exchange is desired. Once in orders for any duty, officers cannot be relieved unless on very urgent affairs.

Should officers require leave, they will first ascertain if they are for any duty, if they are not, they should either enter their names in the leave book or submit a written application.

Daily orders are to be seen in the officers' mess. Officers should make a point of seeing them.

Warning for parade is sounded 20 minutes before parade. Officers should set their watches by the bugle, as no excuse can be taken for being late for any duty.

When on orderly duty officers will not leave barracks except by special permission of C. O.

All members of the mess will dress for dinner; attached officers may wear the blue serge jacket. No smoking is allowed in the ante-room after the 1st mess bugle, which goes one-half hour before mess call. No official books are to be taken into the ante-room. No caps, gloves, coats, or sticks are to be left in the ante-room. Should the commandant enter the ante-room, officers will stand up for a second. Dinner is a parade, and officers on entering the ante-room before dinner will address the senior officer. No one should leave the dinner table before the wine has been passed, except by permission of the senior officer. No discussion of a personal, religious or political character is allowed on mess premises. If officers have complaints to make about messing, waiters, or anything in the mess, they will make it to the Mess Secretary. They should consider the mess their "home" and use it as such.

## MILITARY MANUALS

Training Manuals Appendix, latest.....	40c
Infantry Training, latest.....	40c
Practical Bayonet fighting.....	10c
Notes on Care of Horses.....	10c
Notes on Writing Orders.....	75c
Company Training Made Easy.....	75c
Otter's Guide.....	\$1.00
Non-Commissioned Officers' Guide to Promotion..	\$1.25
King's Regulations.....	75c
On Outpost Duty.....	20c
On Guard—What to do.....	20c
Manual of Military Law.....	\$1.00
Military Sketching for Non-coms and Men.....	60c
Military Law, by Major S. T. Banning.....	\$1.75
Military Sketching, by Hutchison.....	\$1.50
Catchechism of Field Training.....	\$1.00
Signalling Instructions.....	40c
Mounted Infantry.....	30c
Trumpet and Bugle Sounds.....	40c
Aids to Scouting, Powell.....	40c
Squad Roll Book (Company).....	40c
Volunteer Medical Officers' Hand Book.....	\$1.25
Manual Royal Army Medical Corps.....	30c
Regulations Army Medical Service.....	30c
Manual Military Engineering.....	50c
Manual of Map Reading and Field Sketching.....	50c
Organization and Equipment.....	\$1.75
Combined Training.....	40c
Artillery Drill.....	40c
Company Drill Made Easy.....	60c
Field Message Book.....	\$1.00
Questions and Answers, Combined Training.....	\$1.25
Maxim Gun Hand Book.....	40c
Musketry Regulations.....	40c
Nagle's Aid to Obtaining a Certificate.....	\$1.00
Guide to Field Artillery.....	40c
Cavalry Training, latest.....	40c
Field Service Book.....	40c
Physical Training Without Arms.....	40c
Army Hand Book, Physical Training.....	40c
Manual of Field Sketching and Reconnaissance..	75c
Standing Orders, Royal Army Medical Corp.....	40c
Company and Squad Roll Book.....	50c

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